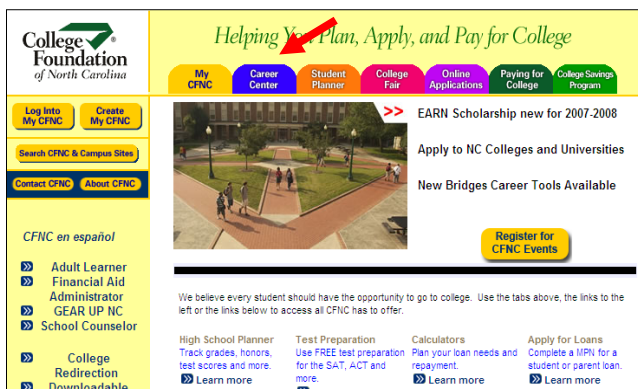


## Bridges Career Planning Tools – Instruction Guide

### Accessing Bridges Career Planning Tools from CFNC.org

From the CFNC Home Page ([www.CFNC.org](http://www.CFNC.org)), click on the Career Center tab.

**\*Note: If you do not have a CFNC account, you will need to select the link “Create MY CFNC” in order to set up an account to access Bridges tools.**



Select the CFNC Bridges Planning Tools link.



From the CFNC Bridges Planning Tools home page, you can select your preferred Bridges tool.

**\*Helpful Hint: If you are currently logged into your CFNC account, the home page will display the recommended tool for your age group. If you are not currently logged in, the recommended tool defaults to Choices Explorer.**



Once a tool has been selected, if you have not yet logged into your CFNC.org account, you will be prompted to at this time.

Note: Once logged into CFNC, you will be taken to the Bridges Portfolio login screen. If you already have a Bridges Portfolio name and password, you can enter it at this time. If you are a first time user, you will be asked to create a Bridges Portfolio. This will allow you to save information when completing activities in Bridges. Please see the section “How to Create My Portfolio” on page 2 for additional instructions.

Once logged in, you will be directed to the Home Page of your selected tool.



## How to Create My Bridges Portfolio

If you are a new user to Bridges on CFNC.org, you will be prompted to create a new portfolio. The portfolio allows you to access Bridges tools and save information to your account for future review and assessment.

From the Portfolio Sign- In screen, if you already have a Bridges portfolio, you can enter your portfolio name and password into the associated fields. If you have not previously created a portfolio, select the link “Create a new Portfolio”.

**\*Note: Counselors also have the option to create their Professional Accounts at this time.**

**Helpful Hint: When creating your Bridges portfolio, you can use your CFNC username and password as your Portfolio name and password.**

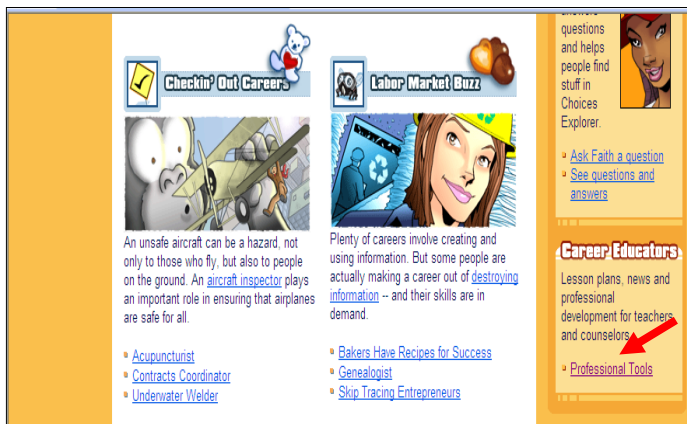
Once you have completed the required fields, click on the link “Create Your Portfolio”.

**\*Please Note: Choose the city in which your associated school is located. This will provide the appropriate list of schools.**

Once you have completed the portfolio creation process, you will be directed to the Home Page of your selected tool.

## Professional Tools

To access Bridges Professional Tools you will need to create a Professional Account. From any “Choices” Home Page, you will see a “Professional Tools” link on the bottom right hand column.



From the Professional Tools home page, select the link “Upgrade to a Professional Account”.



In order to create a Professional Account, you will need to submit the Professional Account Access Key (PAAK) that you were provided in your welcome email.

Note: If you have not received a welcome email with your PAAK, simply send an email request to [cfnc@northcarolina.edu](mailto:cfnc@northcarolina.edu). Please be sure to indicate your name, title, your school’s name, your school’s address including county, e-mail, and phone number in your request.

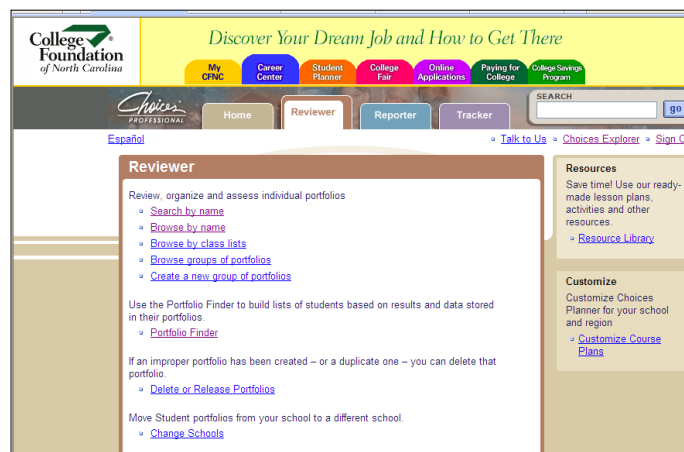
**\*Important: The PAAK is for professional use only and should not be provided to students.\***



**Helpful Hint: If you receive an error message stating that the PAAK does not match your selected site, you will need to change the associated school in your portfolio. (see Update Portfolio Instructions on page 5)**

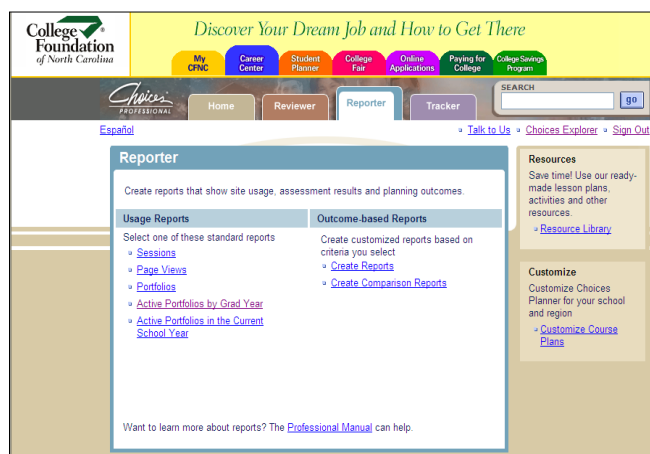
### Reviewer Tab:

The Reviewer tab allows you to review, organize, assess, and manage individual student portfolios. You can also build lists of students based on specific data and activity results that have been stored in student portfolios.



### Reporter Tab:

The Reporter tab allows you to view a variety of reports relating to site usage, assessment results, and planning outcomes. You have the option to run standard reports or create customized reports based on specific criteria.



### Tracker Tab:

The Tracker Tab allows users to access real-time activity tracking reports. By tracking your portfolios, you can easily keep record of which portfolios you have previously reviewed and assessed.



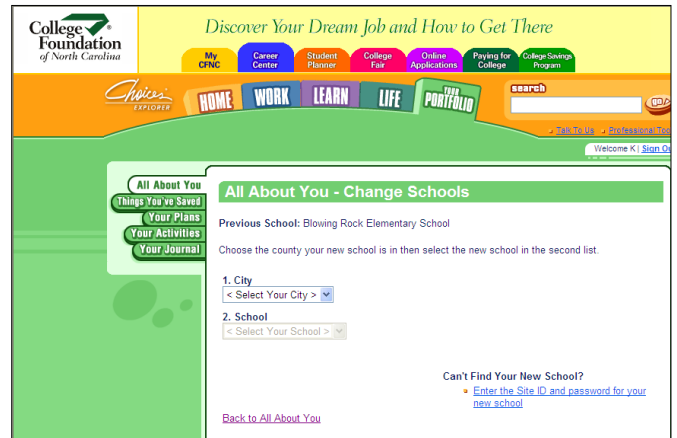
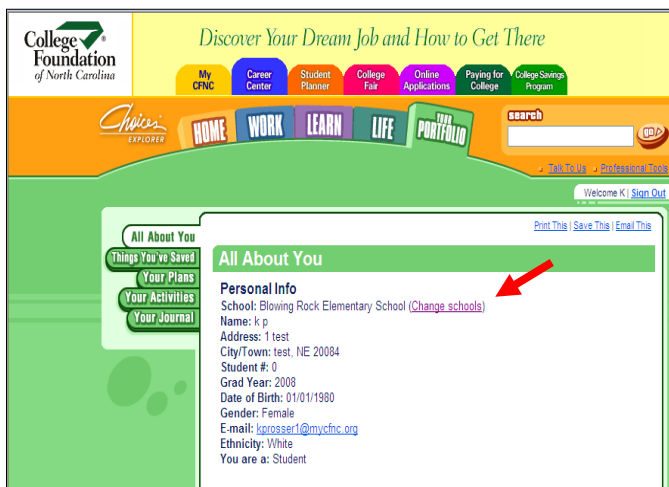
## Update Portfolio Information

To update information in your portfolio, select the “Your Portfolio” tab from the Choices home page. From this screen, you can view and edit account information and items you have saved as you’ve progressed through various Bridges activities.

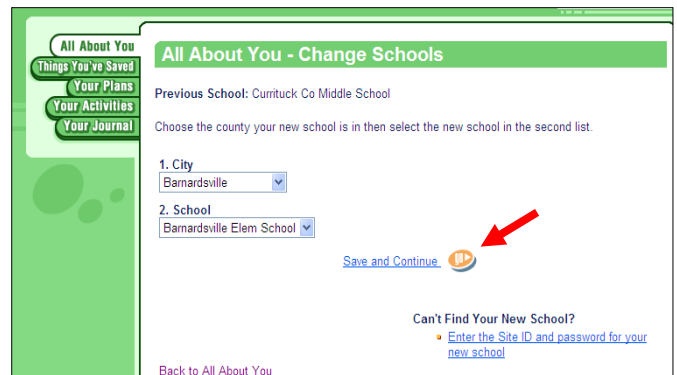
To change your school site, select the link “All About You”.



Select the “Change Schools” link and choose your correct city and school site.



Once you select the new city and school, select “Save and Continue”.



Make sure to select “Yes, move my portfolio to the new school” to complete the request and save your changes.

