



QUICK REFERENCE GUIDE FOR STUDENTS HOW TO GET STARTED WITH CHOICES360

Sign in to Choices360 to access all of the planning features and your own personal portfolio.

HOW TO CREATE AN ACCOUNT

1. Go to www.Choices360.com
2. Click **Create an Account**.
3. Enter **Access Key**: (please contact your location coordinator to obtain an access key). NY01171
4. Click **Next**.
5. Click the name of the role that best describes you in the **Who Are You?** section
6. Enter your date of birth and select your school. If your school does not appear on the list, choose the option **My school/program is not on the list**. Click **Next**.
7. Enter your account information. Select your **Account Name** and **Password** with care. You will use this to access the site each time you log in. Write your Account Name and Password in the spaces provided:
 - Account Name: _____
 - Password: _____
8. Provide a secret question and answer to help if you forget your password.
9. Check the box if you agree to the privacy policy and terms of the site, and then click **Next**
10. Click on **Create Your Account** – and start using Choices360!

GET STARTED WITH CHOICES360

Here are some of the helpful features you'll find in Choices360...

Career Planning

- Take an assessment, explore careers, create a resume and practice a job interview.

High School Planning

- Create a high school plan of study and locate a helpful high school planning timeline.

College Planning

- Get help with test prep for the ACT or SAT, explore colleges and apply to college.

Financial Aid Planning

- Learn about grants and loans, use financial aid calculators and search for scholarships.

Your Portfolio

- Review the work you've completed in other sections of the program upload documents, and more!
- Complete activities in your ILP, track a planning Milestone, or you can begin or restart a Guideway.