

## QUICK REFERENCE GUIDE FOR PROFESSIONALS

### HOW TO GET STARTED WITH THE PROFESSIONAL CENTER OF CHOICES360

*Sign in to the Professional Center of Choices360 to track student work, access resources and more!*

#### HOW TO CREATE YOUR PROFESSIONAL ACCOUNT

1. Go to [www.Procenter.Choices360.com](http://www.Procenter.Choices360.com)
2. In the Sign In section, click **Create a Professional Center Account**.
3. Enter **Activation Code** and then click **Next**.
4. In the **Who Are you?** section, click **Go** next to your role.
5. In the Select School or Program section, click **Find** next to School or Program:
6. In the popup, locate your school or site, highlight it and click **Continue**
7. In the field for **Professional Account Access Key or Administrator Code** enter your PAAK or AC.
8. On the Account Information screen, provide the required information. When you have successfully selected an Account Name and Password, write them down in the space provided below:

**Account Name:** \_\_\_\_\_ **Password:** \_\_\_\_\_

9. Check the box at the bottom and click **Create Your Account**.

#### GET STARTED WITH THE PROFESSIONAL CENTER

Here are some of the helpful features you'll find in the Professional Center

##### **Students & Groups**

Find and view individual portfolios, reset student passwords, define groups of students, and manage your groups.

##### **Reporting**

Create reports that show site usage, assessment results, and planning outcomes for students at your school.

##### **Resources**

Find user manuals, lesson plans, and quick reference guides to help you make the most of your system.

##### **Communication**

Send or review messages and manage events that appear on student calendars.

##### **Administration**

Users with administrative access (professional center accounts created with an administrator code) can customize Plans of Study, graduation requirements, Milestones, ILPs, update their school's master course list, edit local scholarships database, change access codes and manage professional accounts at their school or site.

##### **Companion Student Center Account**

From the home page of your Professional Center account, you can access your companion student center account by clicking **Go to Choices360**. This appears in the right hand column. Your companion student center account allows you to use all of the features of the real student center without having your answers and results counted when you run reports on the Reports tab mentioned above. Disable any popup blockers that may exist.