

QUICK REFERENCE GUIDE FOR STUDENTS

HOW TO IMPORT A CHOICES EXPLORER OR PLANNER PORTFOLIO TO CHOICES360

Use this guide to import your Choices Explorer or Choices Planner portfolio into Choices360 to keep all the work you've saved in the past, and use the features available in Choices360 to continue building your personal portfolio. There are two methods available for you to import your existing Choices Explorer or Choices Planner portfolio.

METHOD 1: IMPORT AN EXISTING PORTFOLIO WHILE CREATING A NEW ACCOUNT ON CHOICES360

1. Go to www.Choices360.com
2. Click **Create an Account**.
3. Enter **Activation Code**: (please contact your location coordinator to obtain an Activation Code).
4. Click **Next**.
5. Fill out the fields to create your account.
6. Select your **Username** and **Password** with care. You will use this to access the site. Write your Username and Password in the spaces provided:
 - Username: _____
 - Password: _____
7. Provide a security question and answer to help if you forget your password.
8. In the **Import from a Choices Portfolio to Your Account** section, select **Import my existing Choices portfolio**. In the **Portfolio name** and **Password** fields that appear, enter the portfolio name and password of the Choices Explorer or Choices Planner portfolio you wish to import.
9. Check the box if you agree to the privacy policy and terms of the site.
10. Click on **Submit** – and start using Choices360!

METHOD 2: IMPORT AN EXISTING PORTFOLIO AT A LATER TIME

Any time after you have created an account on Choices360 you can import a portfolio from an existing Choices Explorer or Choices Planner account using the following steps:

1. Click the **Your Portfolio** tab.
2. Scroll down to the **Import Choices Portfolio** section. Click **Import Choices Portfolio**.
3. Enter the portfolio name and password of the Choices Explorer or Choices Planner portfolio you wish to import.
4. Click **Import**.