quick reference guide for students

# how to get started with MS Choices

*Sign in to MS Choices to access all of the planning features and your own personal portfolio.*

## How to Create an Account

* 1. Go to[www.MSChoices.com](http://www.MSChoices.com)
	2. Click **Create an Account.**
	3. Click the name of the role that best describes you in the **Who Are You?** section
	4. 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**.
	5. Enter your account information. Enter your Account Name and Password all in **Lowercase using the following rules outlined by MDE**. Your Account Name should be your **First Initial + Last Name + Last 4 digits of your MSIS** (Example: jsmith8792). Your Password should be **First Initial + last 4 digits of MSIS + Last Name Initial** (Example: j8792s). 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Provide a secret question and answer to help if you forget your password.
	2. Check the box if you agree to the privacy policy and terms of the site, and then click **Next**
	3. Click on **Create Your Account** – and start using MS Choices!

## get started with MS Choices

Here are some of the helpful features you’ll find in MS Choices…

**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!.

• Begin or restart a Guideway, Track a planning Milestone, or complete steps in your ILP.