quick reference guide for professionals

# how to get started with the professional center of MS Choices

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

## How to Create your professional account

* 1. Go to[www.Procenter.MSChoices.com](http://www.Procenter.MSChoices.com)
  2. In the **Sign In** section, click **Create a Professional Center Account**
  3. In the **Who Are you?** section, click **Go** next to your role.
  4. In the **Select School or Program** section, click **Find** next to **School or Program:**
  5. In the popup, locate your school or site, highlight it and click **Continue**
  6. In the field for **Professional Account Access Key or Administrator Code** enter your PAAK or AC.
  7. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. Check the box at the bottom and click **Create Your Account**.

## get started 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 groups of students or your entire 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, ILP’s, update their school’s master course list, edit local scholarships database, change access codes and manage professional accounts at their school or site.