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 Procenter.IHaveaPlanIowa.org
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.