



## The Professional Center

The Professional Center is a companion website for Oklahoma educators to use in conjunction with [OKcollegestart.org](http://OKcollegestart.org), the comprehensive college and career planning portal for your students. The Pro Center provides all the tools you'll need to manage your college and career planning programs—administration, reporting, communicating and monitoring student progress.



### STUDENTS AND GROUPS

Review student ICAPs, batch create student accounts and build and manage groups of students.



### COMMUNICATION

Send or review messages and manage events that appear in the calendars of individual students or groups.



### REPORTS

Create reports showing site usage, assessment results and outcomes, and confirmation of released transcripts.



### TRANSCRIPTS

Use the free electronic transcript exchange to send student transcripts to schools and scholarship programs across the state.



### RESOURCES

Find curricula, lesson plans and activities for subject areas and school counseling while using the system.



### ADMINISTRATION

Customize the student site, including course plans, ICAPs, preferences and access controls.

To create a Professional Center account, visit [ProCenter.OKcollegestart.org](http://ProCenter.OKcollegestart.org) and contact the OKcollegestart team at [OKcollegestart@ocap.org](mailto:OKcollegestart@ocap.org) or 866.443.7420 to receive your access code.

Let [OKcollegestart.org](http://OKcollegestart.org) help your students explore career options and get ready for college.

## INDIVIDUAL CAREER ACADEMIC PLANS

OKcollegestart.org offers many resources to assist you in customizing your Individual Career Academic Plan (ICAP) for middle and high school students! Design and build individual coursework plans for your students that include their grades in each class along with parent access and involvement.

Visit the Resources tab to watch training videos and review user guides.



## USE THE PRO CENTER TO:

- ✓ View, customize and assign Individual Career Academic Plans (ICAP)
- ✓ Utilize Career and College Readiness Curriculum
- ✓ View customized site exactly as students do
- ✓ Upload and send transcripts electronically
- ✓ Run student activity reports
- ✓ Batch-create student accounts
- ✓ Access students' individualized portfolios
- ✓ Request OKcollegestart training

**NEED HELP?**

**XAP Customer Support**  
[support@xap.com](mailto:support@xap.com)  
800.486.6927

**OKcollegestart**  
[OKcollegestart@ocap.org](mailto:OKcollegestart@ocap.org)  
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