

HOW TO GET INTO BRIDGES TO COMPLETE YOUR SOPHOMORE CULMINATING PROJECT:

1. Go to www.bridges.com
2. It will ask for a portfolio name and password. Your portfolio name should be the first initial of your first name then an underscore and then your last name ex...**j_staikos**. Your password is something you create. Please write these down so you do not forget them. Then select, "Create a New Portfolio"
3. Once you are in New Portfolio, it will ask for the site I.D. The **site ID is 1001450** and the password is **skyline 3**. As you continue entering information, it will ask for the portfolio name and password you created above. Remember to enter dates in the requested format, mm/dd/yyyy. If you receive a message that the portfolio name already exists, then change your portfolio name to your complete name, underscore, last name or some version of this until it accepts your name.
4. When you have completed this page, select continue at the bottom. The next screen should have two blue boxes (choices explorer in one and choices planner in the other). Select choices planner.
5. Once you are in Choices Planner, there are 4 tabs on the top, one of these is a "Work" tab. Click on this tab.
6. Towards the bottom on the right, you will see "Getting ready to work" with resume builder, job interview practice, create a cover letter, create a thank you letter and Career Exploration Journal. These are the same as #1 through #5 on your Grade 10 Choice Planner Handout. Begin with resume builder. Remember to use the Skyline address and phone number instead of yours...1122 228th Ave SE, Sammamish, WA 98075 425-837-7000.. We do not need your email address etc.
7. When you are done, **print and save everything as you go**. The print option is at the bottom of the page, the save is at the top. The job interview practice saves automatically, but everything else needs to be saved manually.
8. For the job interview practice, you only need several sentences for each answer.
9. When you get to create a cover or thank you letter, remember you are not applying to a real job, so you must make up the company name, address, contact information etc....
10. **After everything has been printed, staple all the pages together and return them to your science teacher by the deadline they have set. **If you do not have a Sophomore Biology class, staple all the documents together, write your name and class year on them and give to Ms. Donah in the main office for Mr. McGowan's Culminating Project Box.**