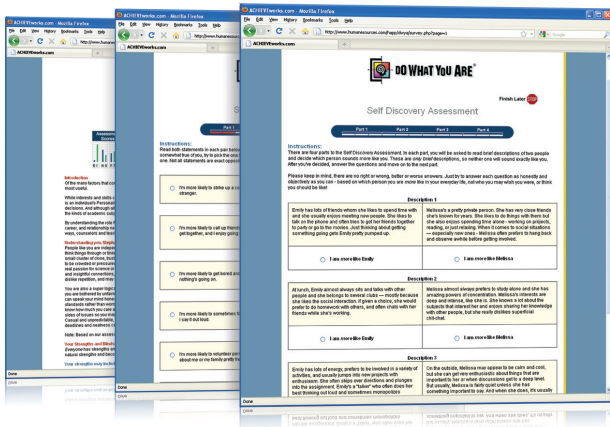


This Quick Reference Guide is designed to help you begin using Do What You Are quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.



*Important:* Please note that counselors will receive their own welcome e-mail containing their unique temporary password. This password is required for the first time they use the product and is not to be shared with other counselors.

### Student Access

Student access information is available on the Quick Start Guide for Students under the **Resources** badge when you sign in or at [www.xap.com/resources](http://www.xap.com/resources).

New customers receive their Site ID, Password and Professional Account Access Key by fax or e-mail. If you don't know your site's Administrator Code, please contact XAP Customer Support at **1-800-281-1168** or [tech-support@xap.com](mailto:tech-support@xap.com).

Resubscribing customers can continue to use their previous year's Site ID, Password, Professional Account Access Key, and Administrator Code, as XAP does not change these access codes unless requested.

Both the Professional Account Access Key and Administrator Code should NOT be distributed to students or clients.

## Steps to Get Started

### Administrator & Educator Access

1. Go to [www.bridges.com](http://www.bridges.com).
2. Create a Professional Account in the Educator section using your Site ID, Password and Professional Account Access Key found in your welcome letter (Administrator only) or e-mail (all other educators). Your Professional Account provides access to the professional resources.
3. Select **Do What You Are** from the Your Tools box.

### Connecting Your Accounts

The first time you use Do What You Are (DWYA) or Learning Style Inventory you'll need to connect the professional account you just created to your new DWYA account. To connect the accounts:

1. Enter your e-mail address as your **User Name**.
2. Enter the temporary password found in your welcome letter or e-mail. You will be prompted to update your account and change your temporary password.
3. Click **My DWYA Assessment** to use the product.

### Adding Counselors (Administrator only)

1. From the Main Menu (home page), click **All Staff**.
2. Click the **Add Staff** button. From the drop down menu, select the number of counselors you wish to add and click Continue.
3. Follow the steps to add counselors' names and e-mail addresses.

## Check Out Your Professional Development Options

Sign up for a Do What You Are training session at [www.xap.com/dwya](http://www.xap.com/dwya).

## Technical Support

Find quick answers to common questions at [www.xap.com/support](http://www.xap.com/support). Can't find what you need on our website? Contact our friendly Customer Support team.

Monday to Friday 8:00 a.m. to 7:00 p.m. (Eastern Time)  
Call **1-800-281-1168** or e-mail [tech-support@xap.com](mailto:tech-support@xap.com)



**1-800-281-1168**  
[www.xap.com](http://www.xap.com)

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