



Search for an individual in MyPLAN

MyPLAN contains contact information on instructors, advisors, and support personnel on campus who can help you be successful with your education. Performing a search is easy – just follow these steps!

1. Log into MyPLAN through Blackboard, clicking on the MyPLAN tab.
2. On your Home page, on the left side of the screen, click 'My Success Network.' Type the name in the search bar and click 'Go.'
3. The individual will appear under the 'Members' tab and services under the 'Services' tab.
4. Scroll for the name you are searching for. Note: MyPLAN will pull the names of all users with any text that you have entered, so please be as specific as possible. If the full name isn't yielding the result you'd like, try entering just the last name or just the first name to narrow your search.

This screenshot shows the MyPLAN home page. On the left sidebar, the 'My Success Network' tab is circled in black. An arrow points to the search bar at the top of the page, which contains the name 'Straatmann'. Another arrow points to the 'Go' button next to the search bar. Below the search bar, there are several service cards, including 'First Year Experience & Transition Programs' and 'Kayla Person Academic Advisor'.

This screenshot shows the search results for 'Straatmann'. The search bar at the top right contains 'Straatmann' and is circled in black. Below the search bar, the 'Members (1)' tab is circled in black. The results show a profile for 'Kayla Person', an Academic Advisor. The profile includes contact information (Institution Email: ion@uni.edu, Phone: 402 472 7072) and office hours. A 'Schedule Appointment' button is also visible.