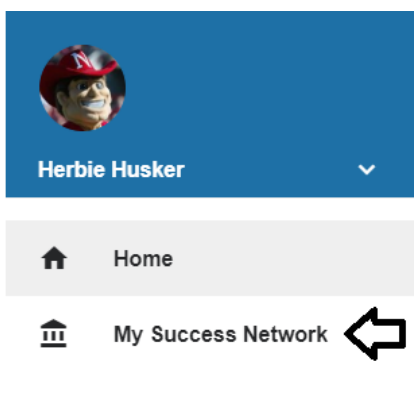




## Search for an individual in MyPLAN

1. Once in MyPLAN, click on this icon at the top left portion of the screen
2. Click on My Success Network



3. On your Home page, under 'My Success Network,' type the last name of the person you are searching for in the search bar and click 'Search.' Avoid using full names as that can cause issues with the results.



1. Click on the name of the person 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.