

Student Getting Started Guide

MyPLAN

Easier than ever to connect with your instructors and advisors.



Welcome to MyPLAN.

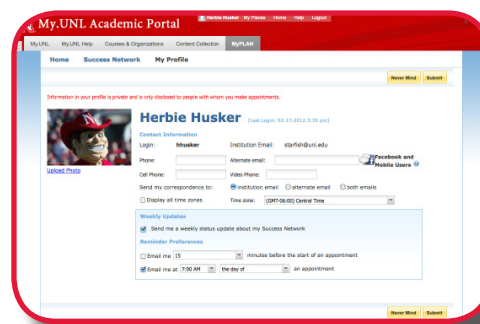
MyPLAN (Personal Learning and Advising Network) gives you an easy way to schedule the dedicated time you need with your instructors and advising support staff. You can get to MyPLAN directly from MyUNL/Blackboard. Just log into MyUNL/Blackboard and click the MyPLAN link. Then, start scheduling the time you need.

That's it. Simple for you. Powerful for your future.

■ Setup Your Profile

Your profile lets instructors and advisors know who you are and how to contact you. It also includes the email address for where you want to receive updates and reminders.

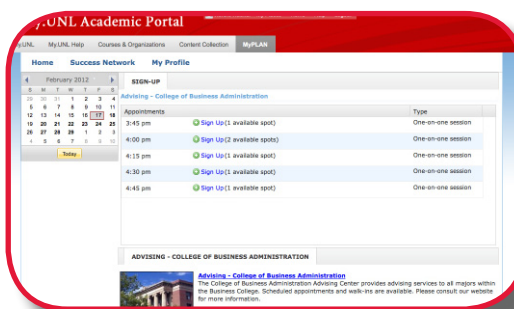
1. Login to MyUNL/Blackboard and click the MyPLAN link.
2. Click the **My Profile** link at the top.
3. Enter your contact information and how you prefer to be reached.
4. Click the **Save** button.



■ Make an Appointment with Anyone in My Success Network

You can make an appointment with current or past instructors, advisors, or any other person on campus that has online scheduling.

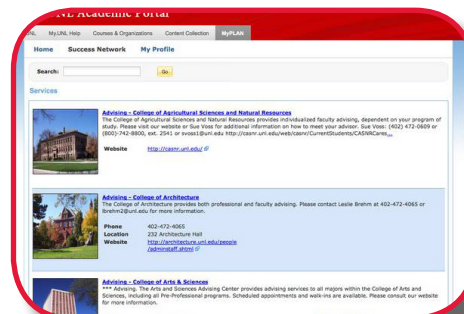
1. The **My Success Network** channel will display a list of people on campus with whom you can make appointments, if they have an online calendar.
2. Click the hyperlink of the person's name to view their calendar.
3. Available meeting times will have a **Sign Up** link. Click this link to make an appointment for that time.
4. Complete the form and click the **Save** button. You'll get an email confirmation of the appointment.



■ Access Campus Support Resources from the Success Network

Academic advisors and support staff may be listed in your personal My Success Network channel, but other UNL staff members can be found in the broader Success Network. This network connects you to services such as Career Planning, the University Writing Center, Study Abroad through International Affairs, and many more!

1. Click **Success Network**, search for a service center or scroll through the list of services.
2. When you click on a service, you will see the staff members and their appointment availability.
3. Click **Schedule Online** to make an appointment with a service provider and follow the steps listed above.



■ Frequently Asked Questions

- *What if I need to cancel or modify an appointment I made?*

Find the appointment on your **Upcoming Appointments** channel shown on the MyPLAN home page. Click the  icon at the beginning of the line. This will bring up a menu that will allow you to cancel or edit the appointment.

- *What if I want emails going to somewhere other than my school email address?*

Click the **My Profile** link at the top of the page to go to your profile. Here you can provide an email address you prefer to use instead of, or in addition to, your school email address. You can also receive a text or Facebook message.

- *What if the person I made an appointment with has to cancel?*

You will be notified by email of the cancelation. It will disappear from your **Upcoming Appointments** channel.



What if I need more help?

Contact the Help Desk at 402-472-3970 (or if you're outside of Lincoln, toll free at 866-472-3970) or via email at <http://is.unl.edu/myplansupport>.

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