Signing Up for a Probation Intake Session in MyPLAN

The following outlines the steps to sign up for a Probation Intake Session in MyPLAN for students placed on Academic Probation Level 1 or 2.

1. Log into Blackboard through [http://my.unl.edu](http://my.unl.edu)
2. Click on the tab that says MyPLAN.
3. Click on ‘Success Network’
4. Search for ‘First Year’ on the right side of the screen.
5. Select ‘First-Year Experience & Transition Programs.’
6. Select ‘Schedule Online’ with **Probation, Probation.** This will take you to the calendar where you will be able to see the availability of Probation Intake Sessions. Select ‘Week’ to view all of the ‘walk in’ hours as well as Probation Recovery Intake Sessions. Please review the official letter from the University for specific dates in January.
7. If the time has a green plus symbol, then it is available for an appointment. Click on a time that works for you.

8. Complete the information in the scheduling window and click ‘Sign Up.’ Please note you will NOT select a specific course when you are signing up for the intake session nor do you need to fill out the description text box.

9. You will receive an email confirmation of your appointment as well as email reminders for the appointment.

Hi Herbie Husker,

We’re confirming that you have signed up for the group session: Probation Recovery Intake Session

Probation
1/14/2014
10:30 AM CST
East Campus Union - Arber Suite: Probation/Dissuasioal

Description: Probation Meeting.