



Search for an individual in MyPLAN

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

Log into MyPLAN through Canvas, clicking on Account -> Settings -> MyPLAN on the left side of the screen.

Next:

1. 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 ‘Go.’ Avoid using full names as that causes issues with the results sometimes.
2. If the individual is associated with a Service, the name of the service will appear under ‘Services.’ Otherwise, the individual will appear under ‘Members.’
3. 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.

The screenshot shows the My.UNL Academic Portal interface. The user is logged in as Herbie Husker. The 'My Success Network' section is active, and a search for 'Rick Alloway' has been performed. The search results are displayed in a list, including 'Advising - College of Architecture', 'Arts & Sciences Advising Center', 'Bojanski, Danielle - Program Coordinator', and 'Career Services'. A red arrow points to the search bar containing the text 'Rick Alloway'.

Searching for an Individual

The screenshot shows a web browser window displaying the My.UNL Academic Portal. The browser's address bar shows the URL <https://my.unl.edu/webapps/portal/frame>. The page header includes the My.UNL logo and navigation links such as "My.UNL", "My.UNL Help", "Courses & Organizations", "Content Collection", "MyPLAN", and "MyUNL/Blackboard Feedback". A red arrow points to the "Courses & Organizations" link. Below the header, a message states "You are currently logged in as Herbie Husker (hhusker)". The main content area displays search results for "Rick Alloway", with tabs for "SERVICES (0)" and "MEMBERS (11)". The search results list three individuals: **ALLOWAY, RICHARD** (NSE Advisor, General Advisor, Academic Advisor, Instructor), **WRAY, RICKY** (Instructor), and **RASBY, RICK** (Instructor). Each entry includes contact information (email and phone), office hours, group sessions, and a biography. A red arrow points to the search results area. The browser's status bar at the bottom indicates "Displaying members 1 - 10 of 11" and "100%".