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.