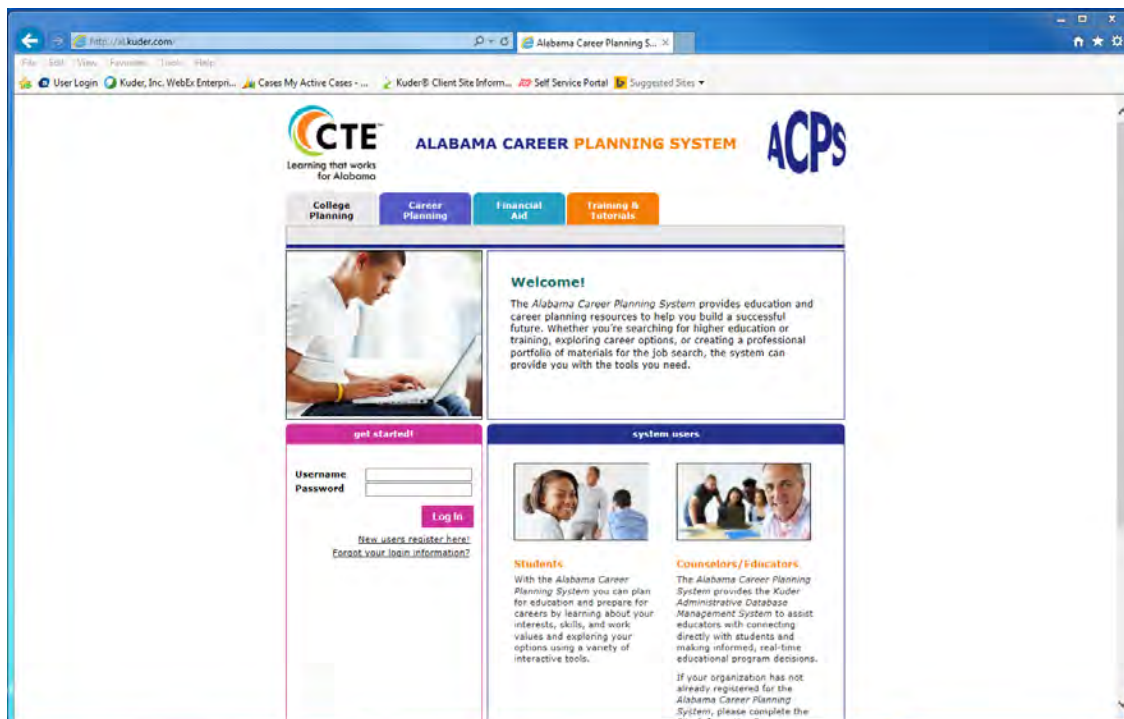


How-To Make Education Plans

4-Year Plans help your students plot out their courses and plan for future education. This helps students connect coursework to their aspirations and puts students on a path to reach those aspirations.

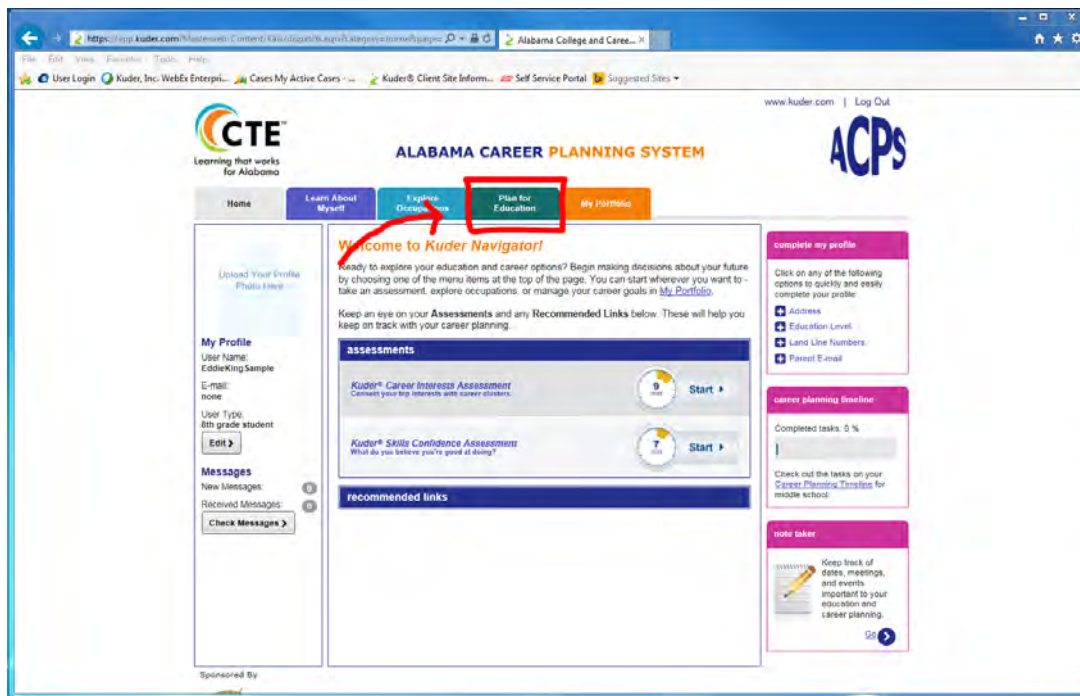
Students need to follow these instructions to create and complete 4-Year Plans

Step 1: Login

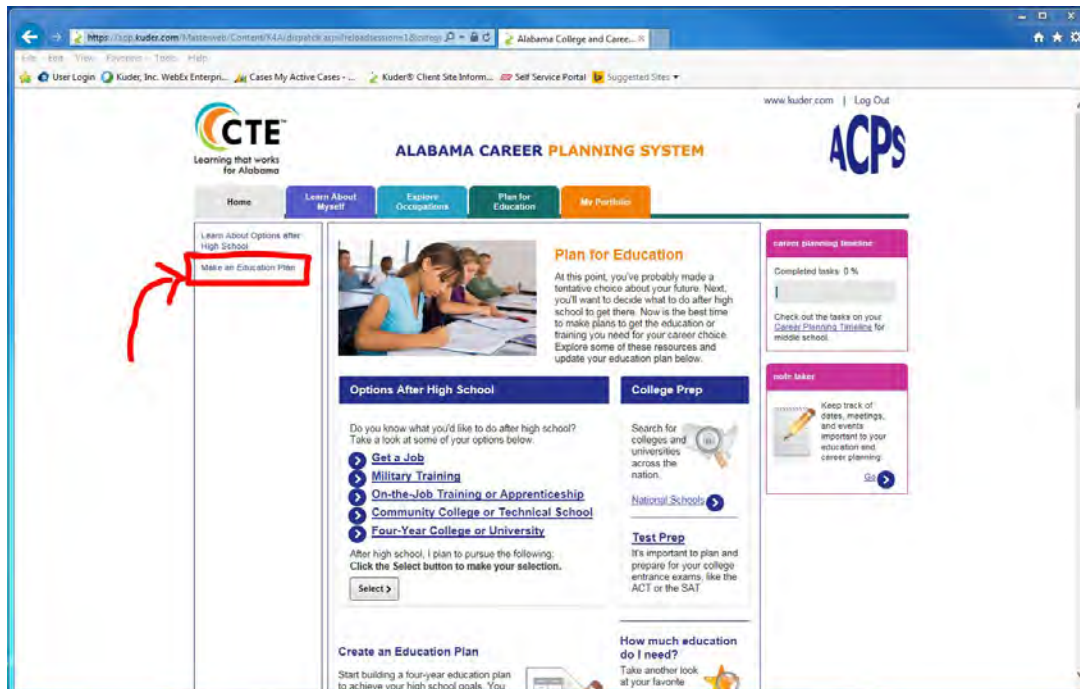


The screenshot shows the Alabama Career Planning System (ACPS) website. The browser address bar displays "http://akuder.com". The page features the CTE logo with the tagline "Learning that works for Alabama" and the ACPS logo. A navigation menu includes "College Planning", "Career Planning", "Financial Aid", and "Training & Tutorials". The main content area is titled "Welcome!" and includes a "get started!" section with a login form (Username, Password, Log In button) and a "system users" section with links for "Students" and "Counselors/Educators".

Step 2: Select Plan for Education



Step 3: Select Make an Education Plan



Step 4: Select Create New Plan

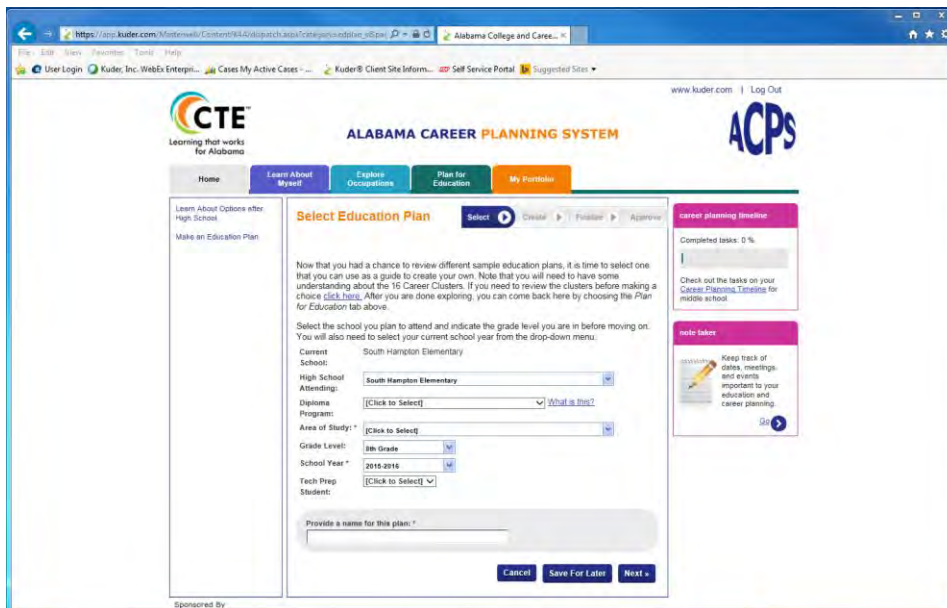
The screenshot displays the Alabama Career Planning System (ACPS) interface. At the top, the CTE logo is on the left, and the ACPS logo is on the right. The main navigation bar includes 'Home', 'Learn About Myself', 'Explore Occupations', 'Plan for Education', and 'My Dashboard'. The 'Plan for Education' tab is selected.

The central content area is titled 'Education Plans'. It contains the following text:
To start Education Plans, click on the **Create New Plan** button below.
The Education Plans that you've finished or continue to work on are listed below. Check the Status of a plan to see your progress, and use the Action icons to edit, print, or delete plans.

Below this text is a table with the following headers: EDUCATION PLANS, LAST EDITED, STATUS, and ACTIONS. A red box highlights the 'Create New Plan' button located at the top left of the table area. A red arrow points from the left margin towards this button.

On the right side of the page, there are three informational widgets:
1. 'sample plans of study': Includes links for 'View sample education plans by any of the 16 Career Clusters' and 'View sample education plans uploaded by your school'.
2. 'career planning timeline': Shows 'Completed tasks: 0%' and a progress bar.
3. 'note taker': Encourages users to 'Keep track of dates, meetings, and events important to your education and career planning'.

Now that you've directed students on where to go to create a plan, they must fill in some criteria:



This is the criteria from the *Select* stage of Creating 4-Year plans

Current School: South Hampton Elementary

High School Attending:

Diploma Program: [What is this?](#)

Area of Study: *

Grade Level:

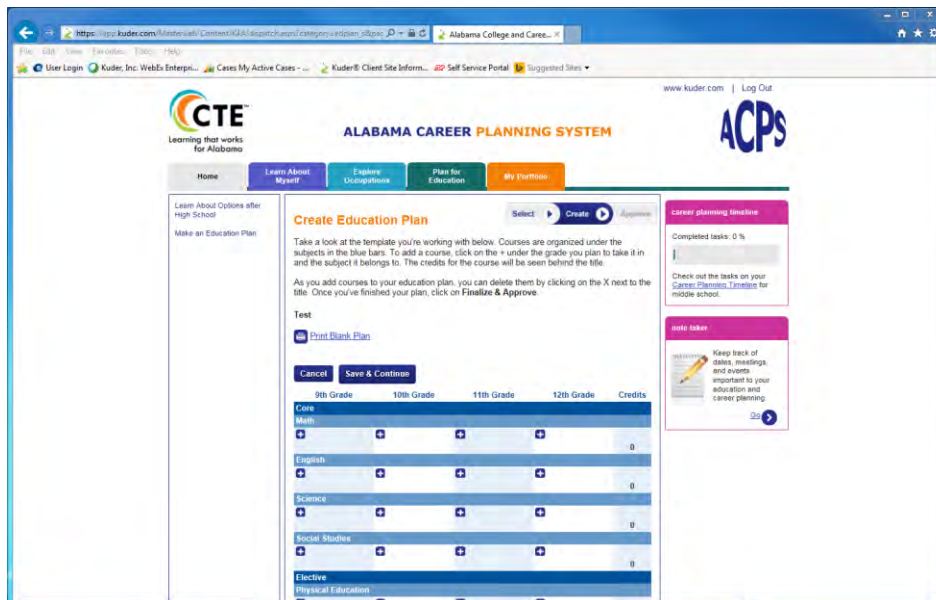
School Year *

Tech Prep Student:

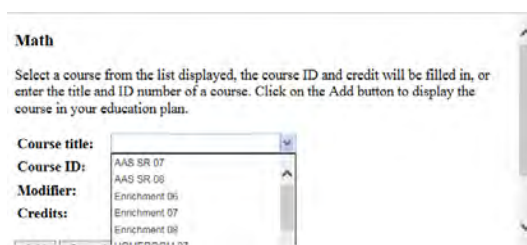
Provide a name for this plan: *

The *Create* page is the actual 4-Year plan where they add courses, save their progress, or Finalize & Approve.

****They must select Finalize & Approve to send 4-Year plan to you for approval.**



Selecting **+** accesses this dropdown menu where they select courses



****Please call 877-999-6227 M-F between 7 a.m. to 6 p.m. CST with any questions**