Plan Ahead for Advisors

1. Get started by signing into MyIUP
2. Under the Academics Tab locate Advising and Tools
3. Click the Student advising profile link

4. After clicking the link, you will see the below screen
5. Select the current Term
6. Next choose either Student ID or Student Name
7. Enter the selected information in the box below (must press “Enter” for “View Profile” button to become active) or select the View My Advisee Listing to see your whole roster.
8. After being redirected to the student’s profile, select Registration and Planning in the dark gray panel on the left side.
9. If prompted to choose a role, select Faculty and Advisor then OK.

Please select a role*
You have been assigned multiple roles. How would you like to proceed?

- Student
- Faculty
- Advisor
- Faculty And Advisor

*Remember you can switch between roles at any time.

10. Select a Planning Term from the drop down menu.
11. Enter a student ID or Name.
12. Select Continue.
13. Any plans created for the selected term will appear (shown below).
14. From here plans can be approved using the Approve This Plan link or a created new by selecting the Create A New Plan button.
15. Selecting the New Search link, the process will restart, and a new student can be selected.

16. After selecting the Create A New Plan button, select Plan Ahead.
17. Select a Planning Term from the drop down menu.
18. Enter a student ID or Name.
19. Select Continue.
20. Select the Create A New Plan button once more.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
22. Enter course search criteria then select **Search**. Use the green **Search Again** button to repeat the add process.

23. After you select **Search**, select **View Sections** on the chosen course.
   
   **Note:** Selecting View Section will allow you to choose a specific section to be in. Selecting Add Course will only add the general topic—you will have to manually add the section at registration.
24. After choosing a section select **ADD**.

25. Once the plan is complete, select the **Save Plan** button in the lower right and name the plan when prompted.

26. The plan is now ready to be used in the Advising Profile and at Registration.