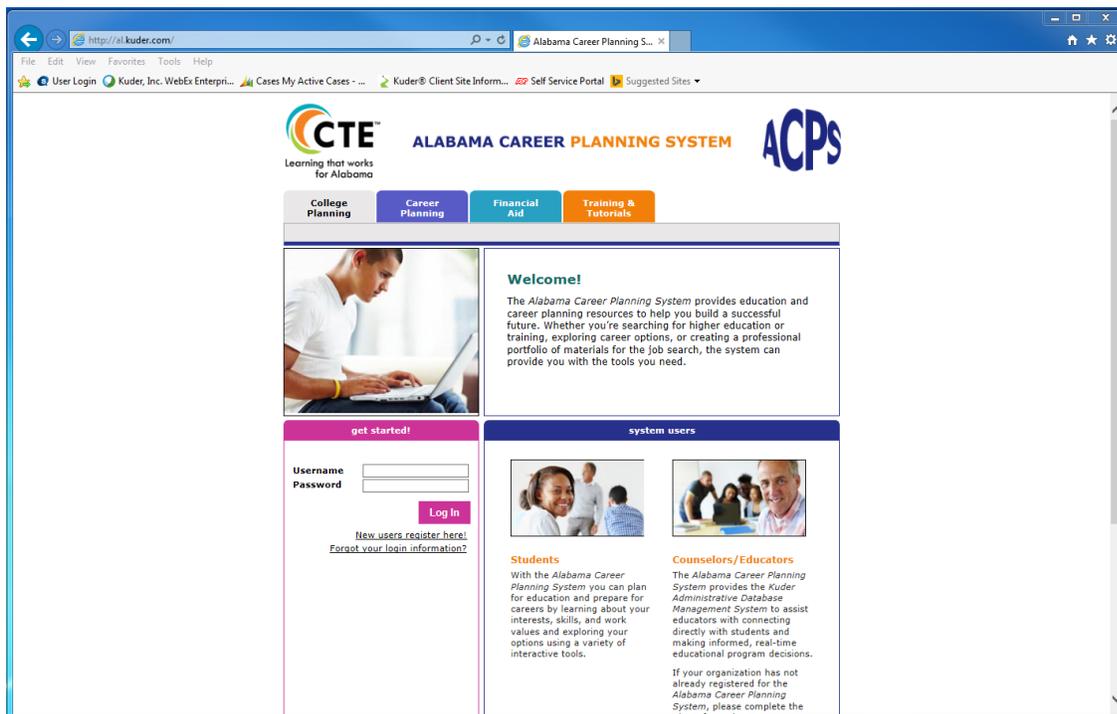


How-To Make Education Plans

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.

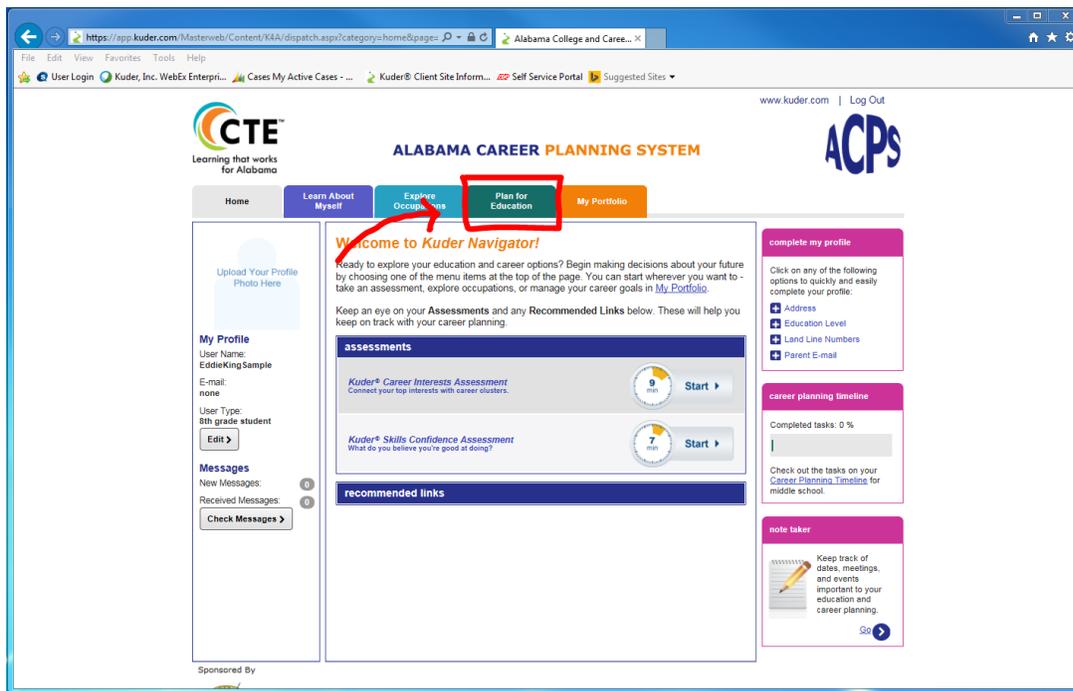
Students need to follow these instructions to create and complete 4-Year Plans

Step 1: Login to www.AL.Kuder.com

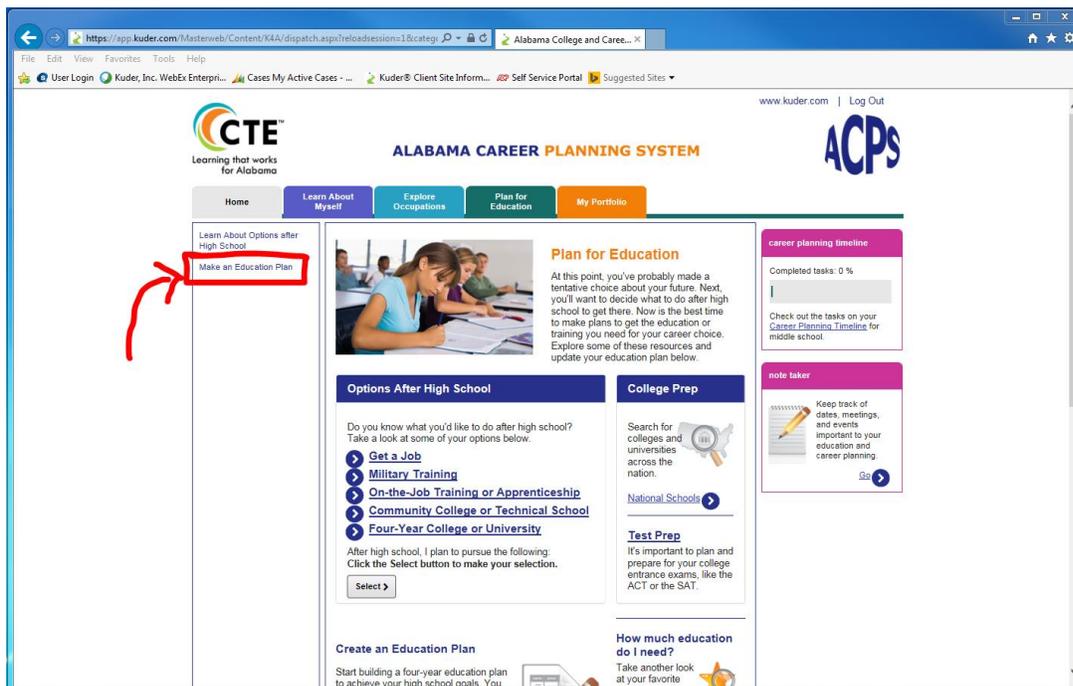


The screenshot shows the homepage of the Alabama Career Planning System (ACPS). The browser address bar displays "http://al.kuder.com/". The page features the CTE logo with the tagline "Learning that works for Alabama" and the ACPS logo. A navigation menu includes "College Planning", "Career Planning", "Financial Aid", and "Training & Tutorials". The main content area is divided into several sections: a "Welcome!" message, a "get started!" section with a login form (Username, Password, Log In button), and "system users" information for Students and Counselors/Educators. The login form includes links for "New users register here!" and "Forgot your login information?".

Step 2: Select Plan for Education



Step 3: Select Make an Education Plan



Step 4: Select Create New Plan

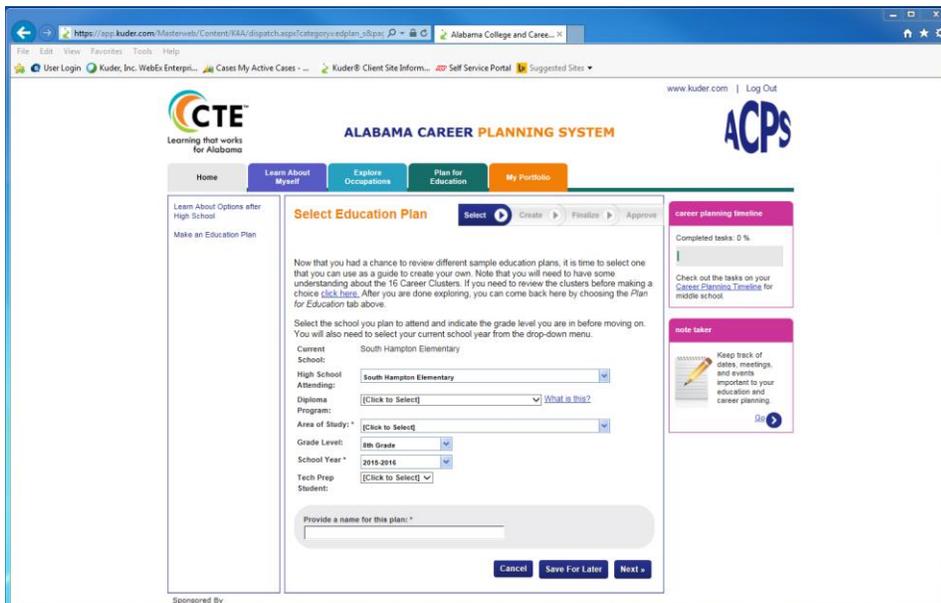
The screenshot shows the Alabama Career Planning System (ACPS) interface. At the top, there is a navigation bar with the CTE logo and the text "ALABAMA CAREER PLANNING SYSTEM" and "ACPS". Below this, there are several tabs: "Home", "Learn About Myself", "Explore Occupations", "Plan for Education", and "My Portfolio". The "Plan for Education" tab is currently selected.

The main content area is titled "Education Plans" and includes the following text: "To start Education Plans, click on the Create New Plan button below." and "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 below the table headers. A red arrow points from the left side of the page towards this button.

On the right side of the page, there are several sidebar widgets: "sample plans of study", "career planning timeline", and "note taker".

At the bottom left, there is a "Sponsored By" section with a logo.

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



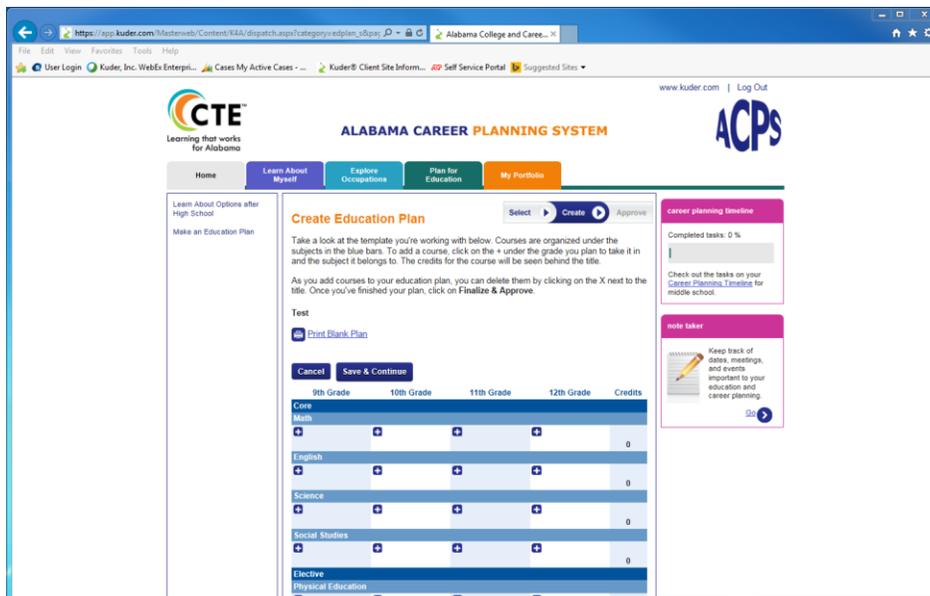
This is the criteria from the *Select* stage of Creating 4-Year plans

Current School:	South Hampton Elementary
High School Attending:	<input type="text" value="South Hampton Elementary"/>
Diploma Program:	<input type="text" value="Alabama High School Diploma"/> What is this?
Area of Study: *	<input type="text" value="[Click to Select]"/>
Grade Level:	<input type="text" value="8th Grade"/>
School Year *	<input type="text" value="2015-2016"/>
Tech Prep Student:	<input type="text" value="[Click to Select]"/>

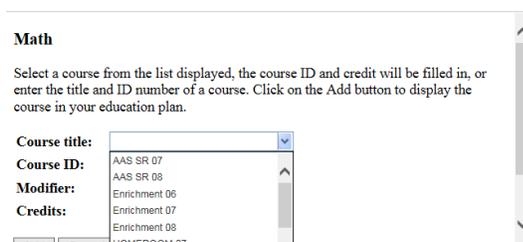
Provide a name for this plan: *

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**