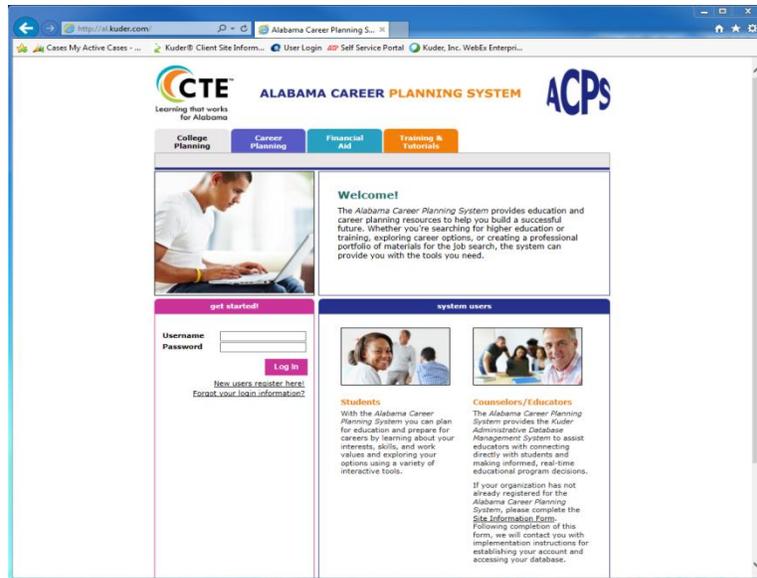
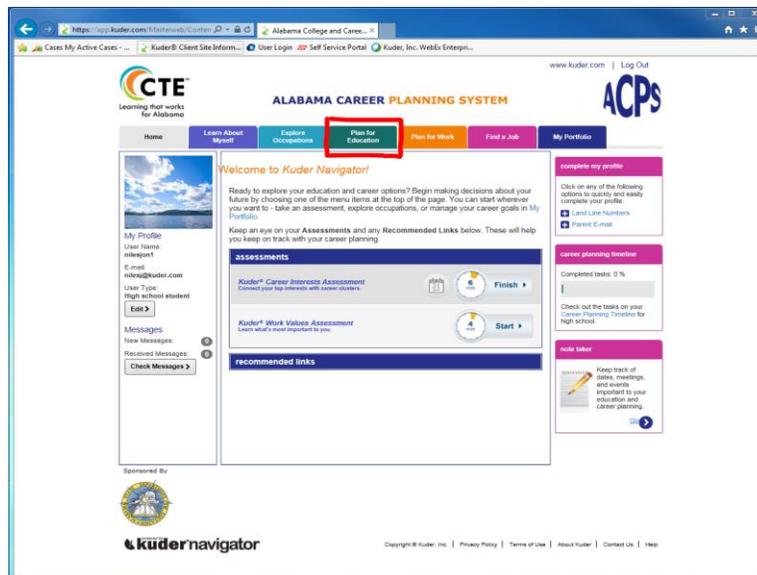


Below are instructions listed for students who want to create an editable copy of an Education Plan. Follow step-by-step and if you have any questions please call Customer Support at 877-999-6227 between 7 a.m. and 6 p.m. CT

## STEP 1: Login



## STEP 2: Go to 'Plan for Education' tab



## STEP 3: Select 'Make an Education Plan'

The screenshot shows the Alabama Career Planning System (ACPS) website. The main navigation bar includes links for Home, Learn About Myself, Explore Occupations, Plan for Education, Plan for Work, Find a Job, and My Portfolio. The 'Plan for Education' section is active, displaying a 'Plan for Education' header with a sub-header 'Options After High School'. A red arrow points to the 'Make an Education Plan' link in the left sidebar. The main content area includes sections for 'Options After High School', 'College Prep', 'Test Prep', and 'Scholarship Search'. The 'Make an Education Plan' section is highlighted, showing instructions on how to create a plan and a 'Create' button.

## STEP 4: Select 'Copy' under Actions

The screenshot shows the Alabama Career Planning System (ACPS) website. The main navigation bar includes links for Home, Learn About Myself, Explore Occupations, Plan for Education, Plan for Work, Find a Job, and My Portfolio. The 'Education Plans' section is active, displaying a table of education plans. A red arrow points to the 'Copy' icon in the 'Actions' column of the table. The table has columns for 'EDUCATION PLANS', 'LAST EDITED', 'STATUS', and 'ACTIONS'. The 'ACTIONS' column contains icons for 'View', 'Edit', 'Delete', and 'Copy'. The 'Copy' icon is highlighted with a red arrow.

EDUCATION PLANS	LAST EDITED	STATUS	ACTIONS
Sample Ed Plan	11/05/2014	Approved	
Test	11/02/2014	Incomplete	