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**

![Login Screen](CTE_ALABAMA_CAREER_PLANNING_SYSTEM.png)

**STEP 2: Go to ‘Plan for Education’ tab**

![Plan for Education Tab](CTE_ALABAMA_CAREER_PLANNING_SYSTEM.png)
STEP 3: Select ‘Make an Education Plan’

STEP 4: Select ‘Copy’ under Actions