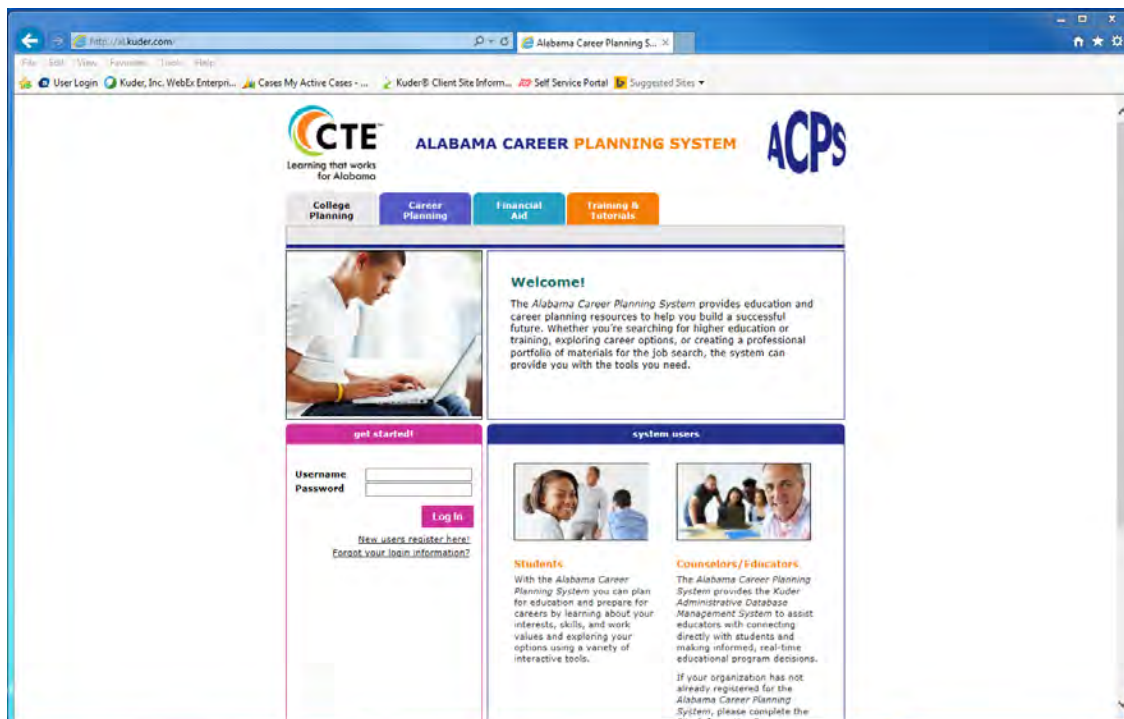


## How-To Make Education Plans

*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.*

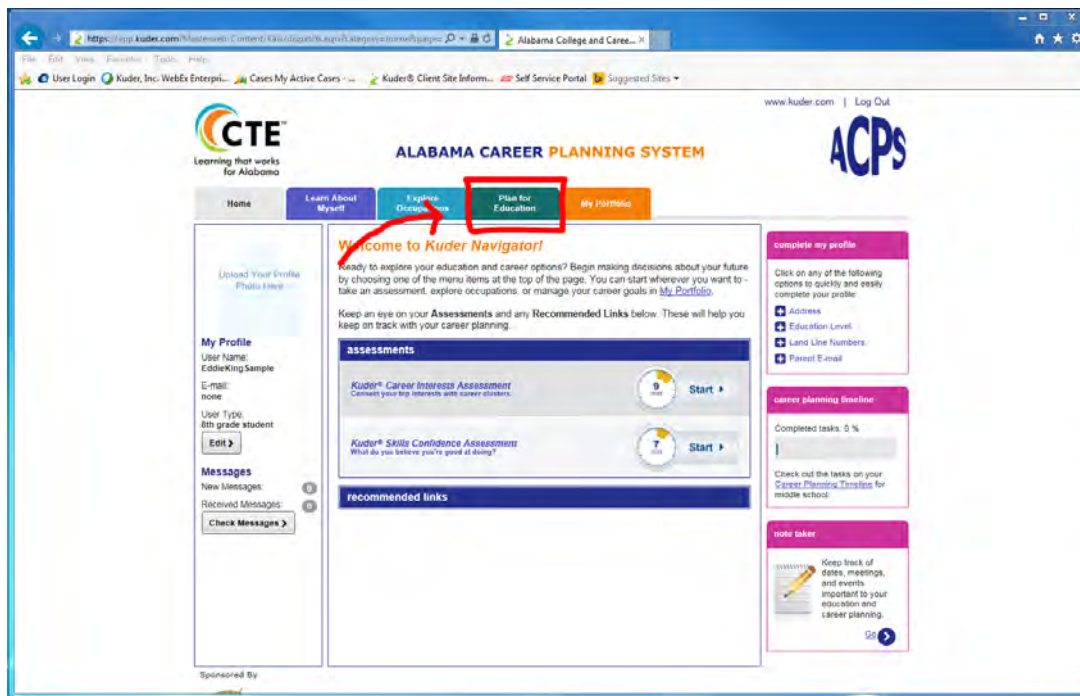
**Students need to follow these instructions to create and complete 4-Year Plans**

## Step 1: Login

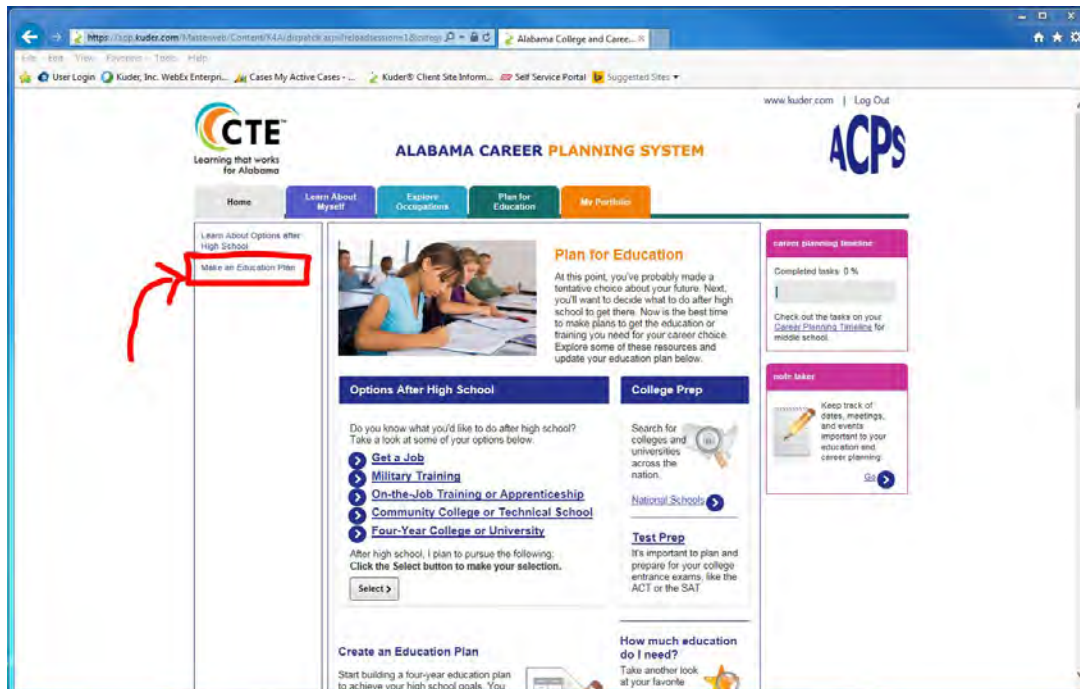


The screenshot shows the Alabama Career Planning System (ACPS) website. The browser address bar displays "http://akuder.com". The page features the CTE logo with the tagline "Learning that works for Alabama" and the ACPS logo. A navigation menu includes "College Planning", "Career Planning", "Financial 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".

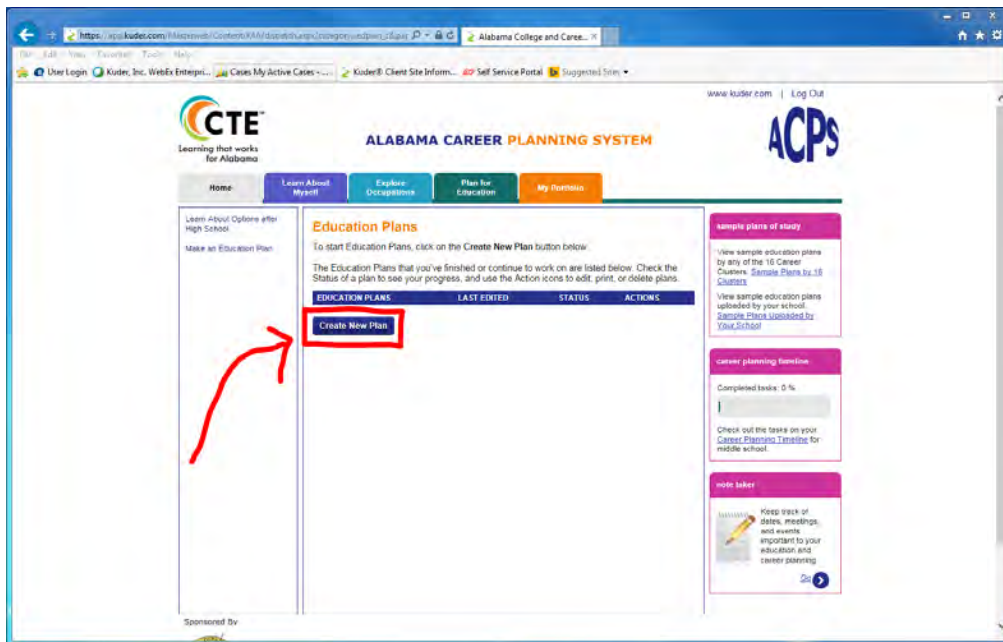
## Step 2: Select Plan for Education



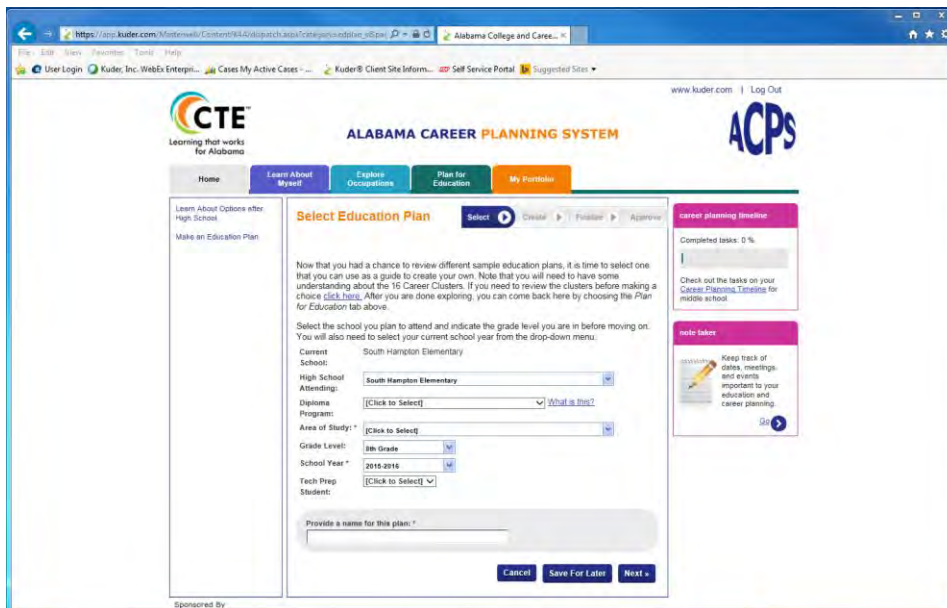
## Step 3: Select Make an Education Plan



# Step 4: Select Create New Plan



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: South Hampton Elementary

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

Area of Study: \* [Click to Select](#)

Grade Level: 8th Grade

School Year \*: 2015-2016

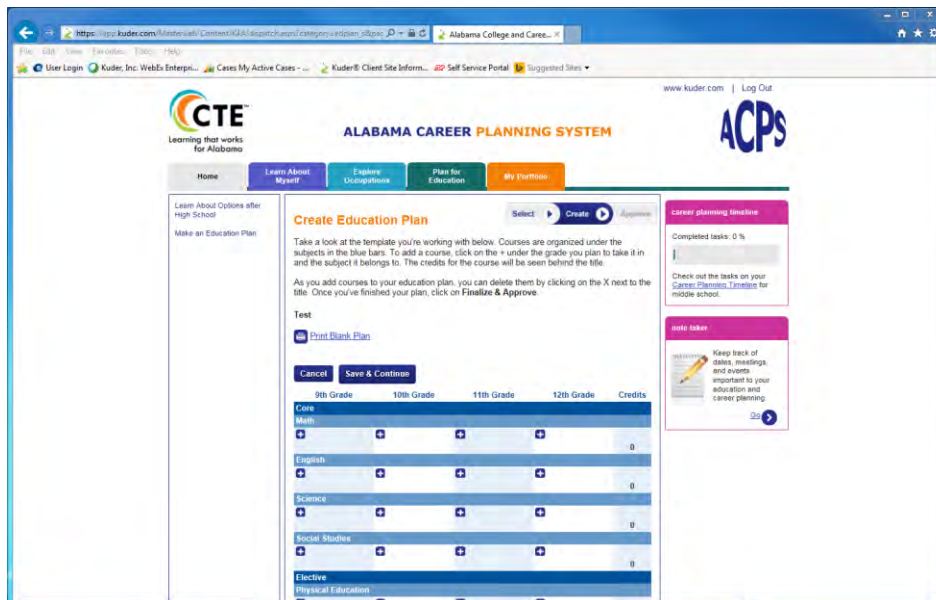
Tech Prep Student: [Click to Select](#)

Provide a name for this plan: \*

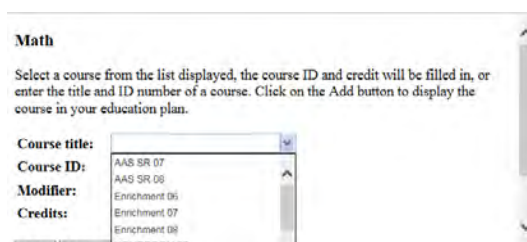
[Cancel](#) [Save For Later](#) [Next »](#)

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**