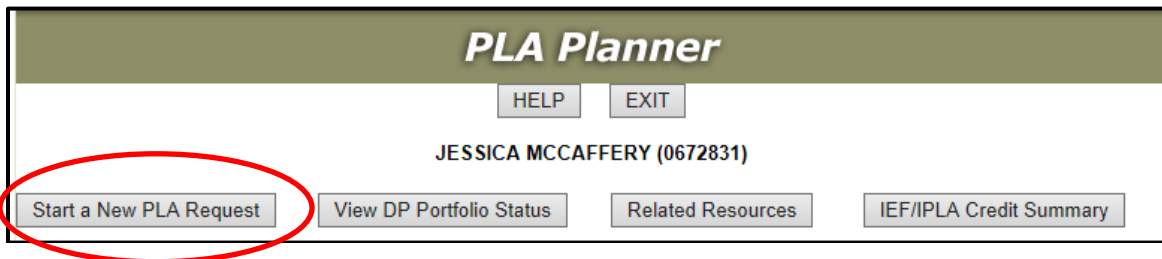


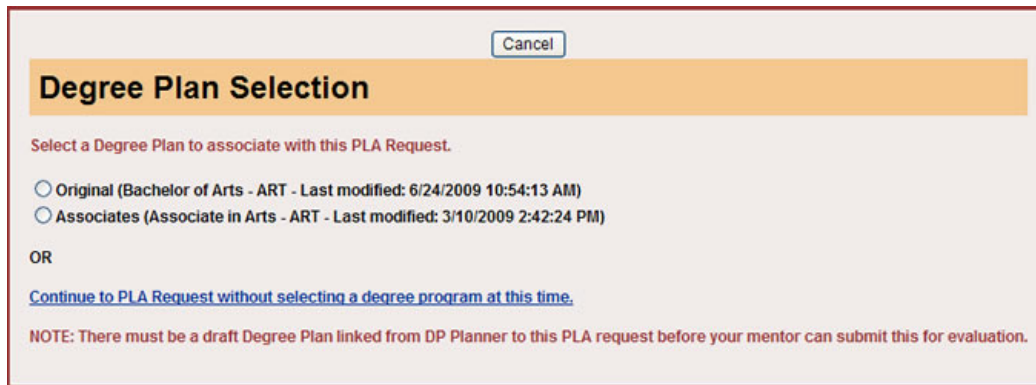
PLA Planner Visual Quick Start Guide for Students

1. Go to: <http://www.esc.edu/pla>

2. Click “Start a New PLA Request”

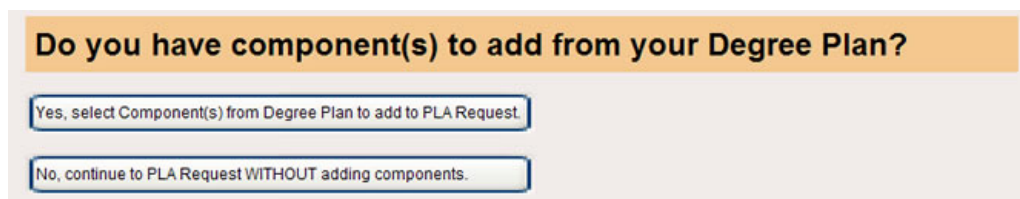


3. Make a selection



The screenshot shows a dialog box titled "Degree Plan Selection". At the top right of the dialog is a "Cancel" button. Below the title bar, there is a section with the heading "Select a Degree Plan to associate with this PLA Request." followed by two radio button options: "Original (Bachelor of Arts - ART - Last modified: 6/24/2009 10:54:13 AM)" and "Associates (Associate in Arts - ART - Last modified: 3/10/2009 2:42:24 PM)". Below these options is the word "OR" and a blue link: "Continue to PLA Request without selecting a degree program at this time." At the bottom of the dialog, there is a red note: "NOTE: There must be a draft Degree Plan linked from DP Planner to this PLA request before your mentor can submit this for evaluation."

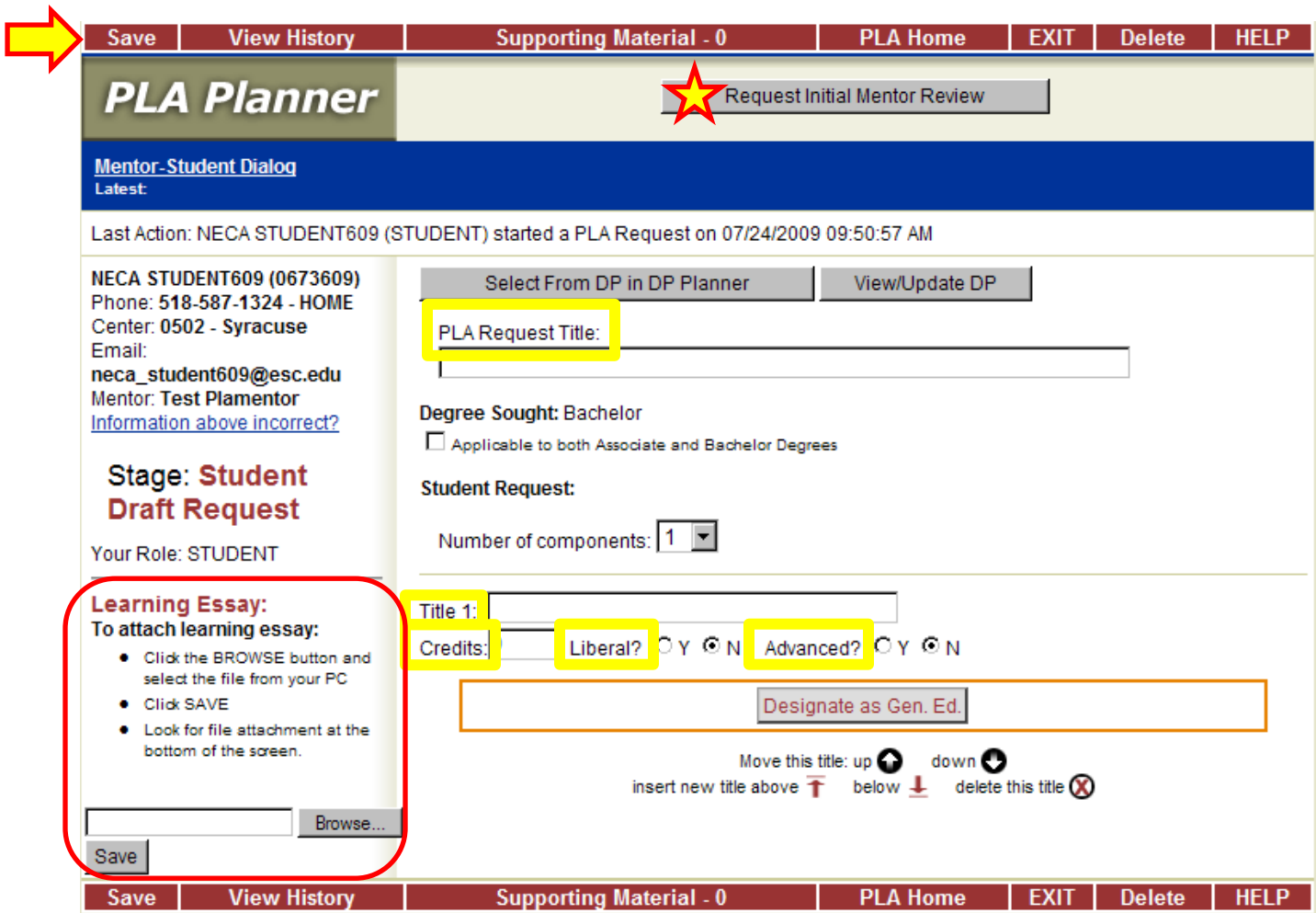
4. Make a selection



The screenshot shows a dialog box with the heading "Do you have component(s) to add from your Degree Plan?". Below the heading are two buttons: "Yes, select Component(s) from Degree Plan to add to PLA Request." and "No, continue to PLA Request WITHOUT adding components."

Note: If the iPLA title you are requesting is already on your degree program plan in DP Planner, you can select that title here, or you or you can add the title manually later.

5. Complete **highlighted** fields, complete other fields if applicable
6. Attach your **learning essay** using the “browse” button
7. **SAVE** ➡
8. **Request Initial Mentor Review** ★



Save | **View History** | **Supporting Material - 0** | **PLA Home** | **EXIT** | **Delete** | **HELP**

PLA Planner

Request Initial Mentor Review ★

Mentor-Student Dialog
Latest:

Last Action: NECA STUDENT609 (STUDENT) started a PLA Request on 07/24/2009 09:50:57 AM

NECA STUDENT609 (0673609)
Phone: 518-587-1324 - HOME
Center: 0502 - Syracuse
Email: neca_student609@esc.edu
Mentor: Test Plamentor
[Information above incorrect?](#)

Stage: Student Draft Request

Your Role: STUDENT

Learning Essay:
To attach learning essay:

- Click the BROWSE button and select the file from your PC
- Click SAVE
- Look for file attachment at the bottom of the screen.

Browse...

Save

Select From DP in DP Planner | **View/Update DP**

PLA Request Title:

Degree Sought: Bachelor
 Applicable to both Associate and Bachelor Degrees

Student Request:
Number of components: ▾

Title 1:

Credits: **Liberal?** Y N **Advanced?** Y N

Designate as Gen. Ed.

Move this title: up ↑ down ↓
insert new title above ↑ below ↓ delete this title ✕

Save | **View History** | **Supporting Material - 0** | **PLA Home** | **EXIT** | **Delete** | **HELP**

***CLICK SAVE OFTEN AND BEFORE EXITING THIS SCREEN**