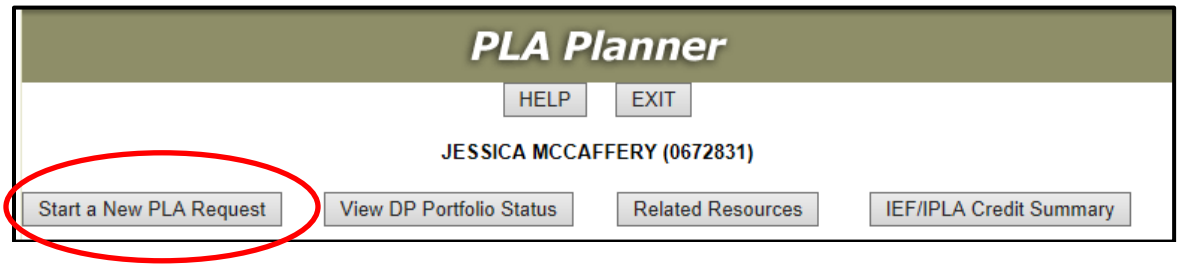
SUNY EMPIRE STATE COLLEGE

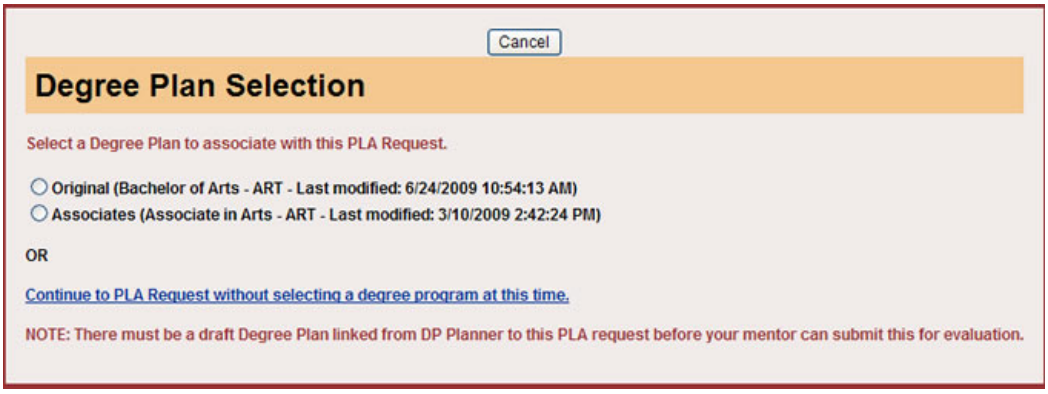
PLA Planner Visual Quick Start Guide for Students

1. **Go to: http://www.esc.edu/pla**

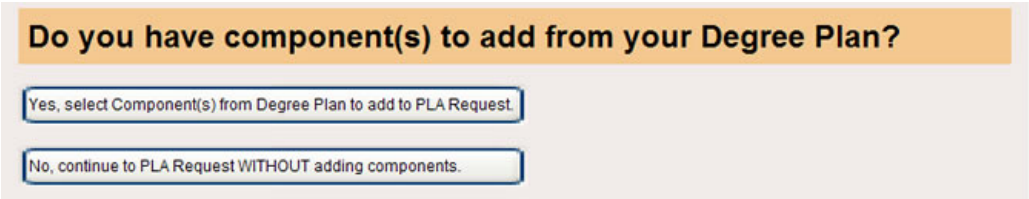
2. **Click "Start a New PLA Request"**



3. **Make a selection**



4. **Make a selection**

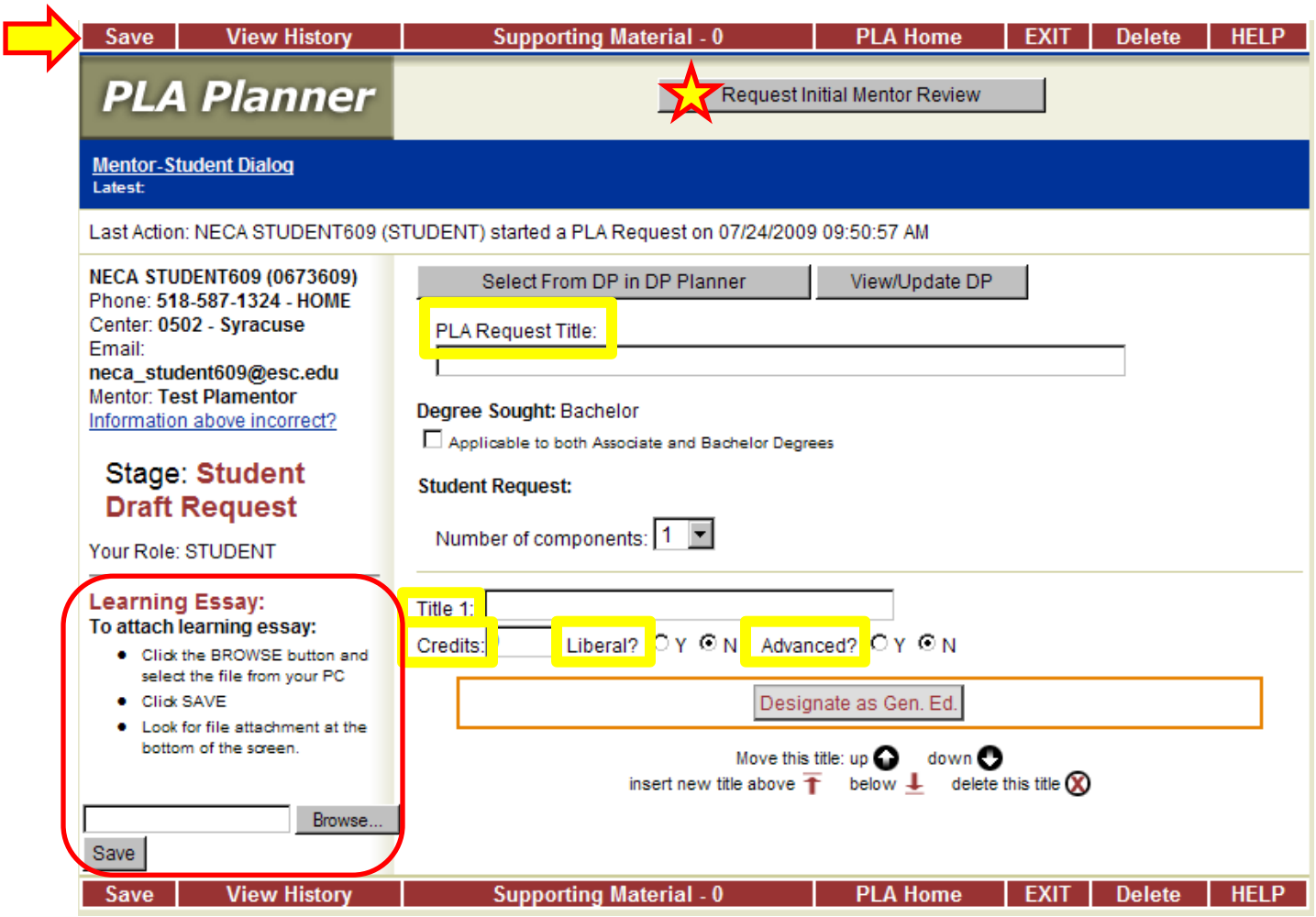


Note: If the iPLA title you are requesting is already on your degree program plan in DP Planner, you can select that title here, or you or you can add the title manually later.

SUNY EMPIRE STATE COLLEGE

PLA Planner Visual Quick Start Guide for Students

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**



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