Student Planning Instruction Guide
Quick Steps for Faculty Advisors

STEP 1 - Below are instructions to sign in to Student Planning
   a) Click on this link to get to Student Planning https://myaccount.highpoint.edu
   b) Bookmark the link
   c) Enter your HPU username and password
   d) Click Sign In

STEP 2 - Below are instructions to pull up an advisee
   a) Click on Advising
   b) Wait for your advisees’ names to load
   c) Click on an advisee’s name (could take 10-20 seconds)

STEP 3 - Below are the instructions to review a schedule
   a) Click on the tab called Course Plan
   b) Click on the arrow next to the term to toggle to 2015 Fall Undergraduate
   c) Review the schedule for fall 2015 to make sure all of the sections are there that you added in step 2 above
   d) Click approve for each section on the table
   e) Click Review Complete (top right corner in gray box next to student’s name)
   f) Click Archive
   g) Click Back to Advisees in the purple bar at the top of the screen

Repeat steps 2 and 3 for all advisees.

If you have any trouble, please contact the Helpdesk at x4357.