

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.