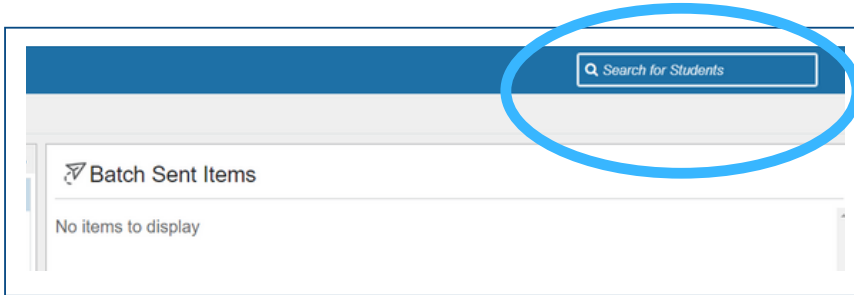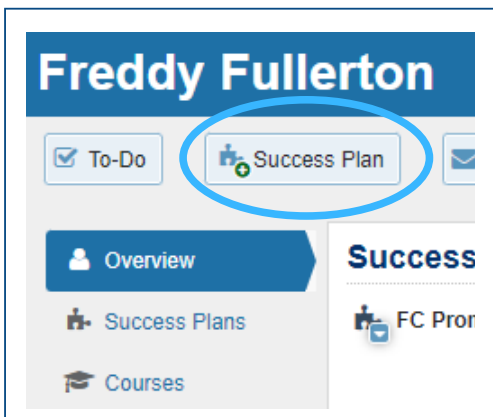# How to add a Success Plan to a Student's account

1. Search the student by Banner ID or Full Name

2. Click on "+ Success Plan"

3. "Add Success Plan for ___" will popup

4. Select "FC Promise Fall Check-in" under Plan Type

5. Submit so student can view their Success Plan