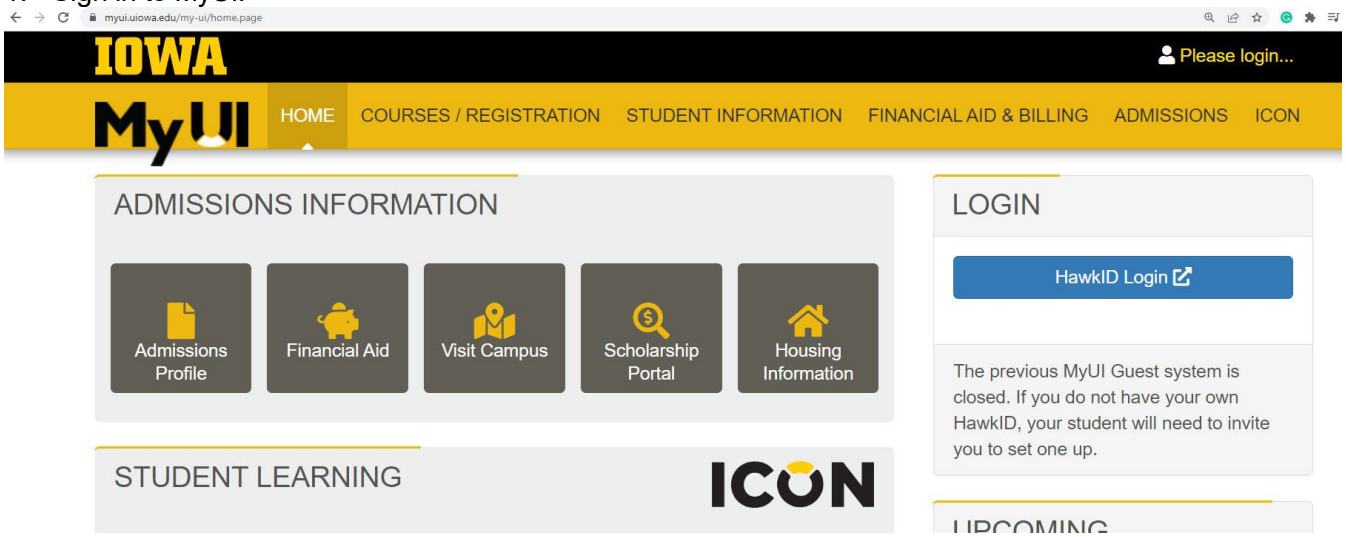
Tippie Quick Guides

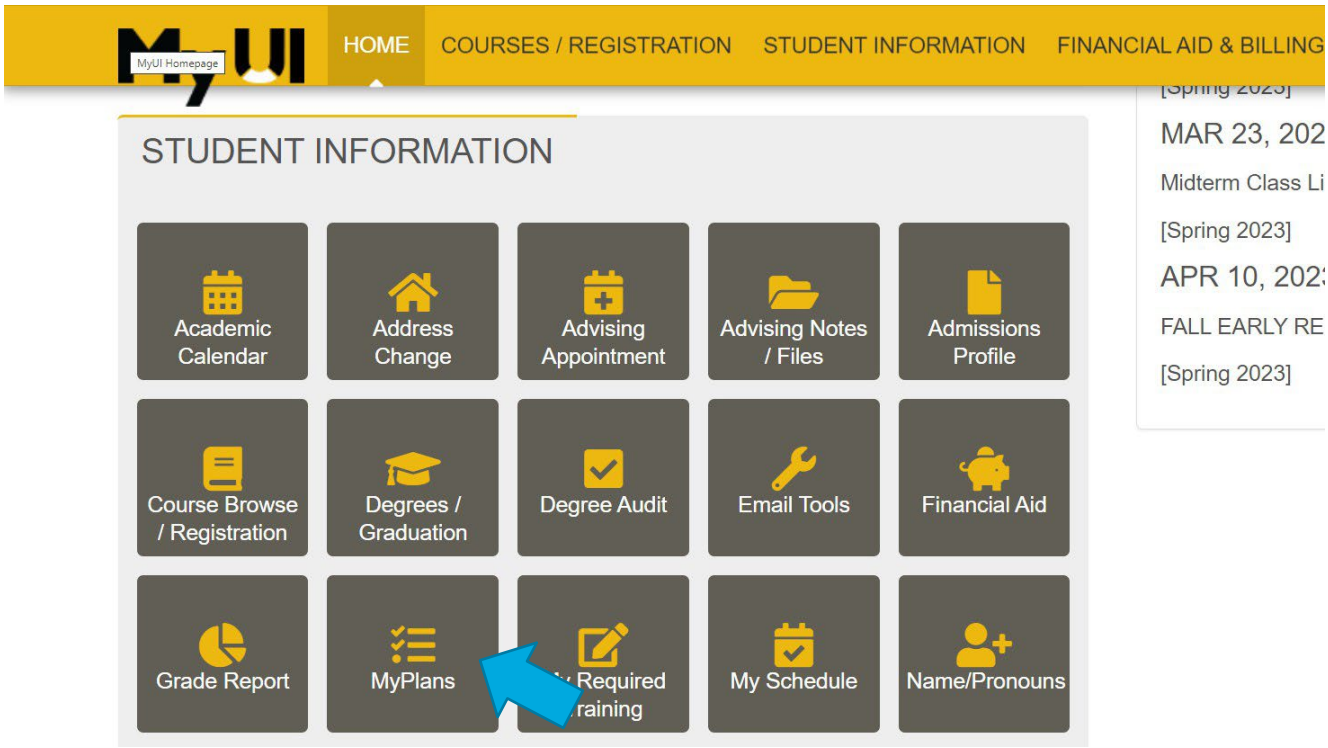
How to build a MyPlan for PAR

Here's a quick guide on how to access your MyPlan.

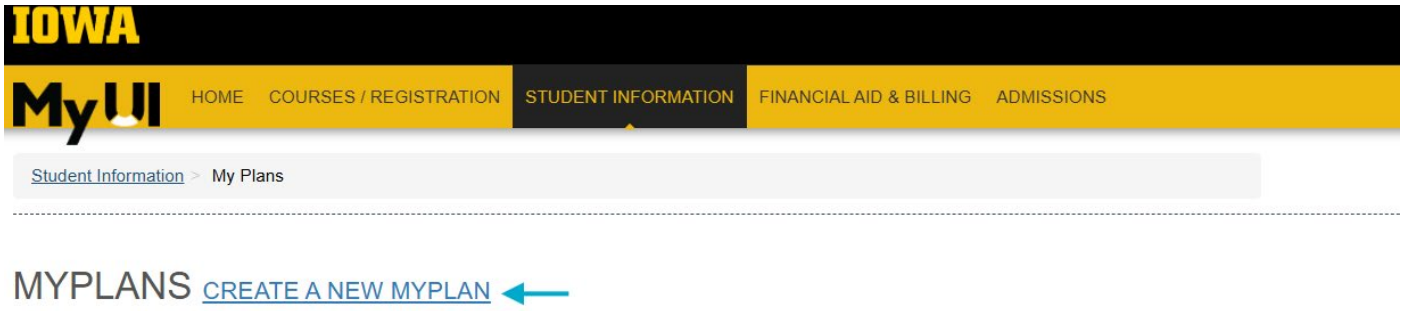
1. Sign in to MyUI.



2. Once you're signed in, on the home page click on MyPlan.

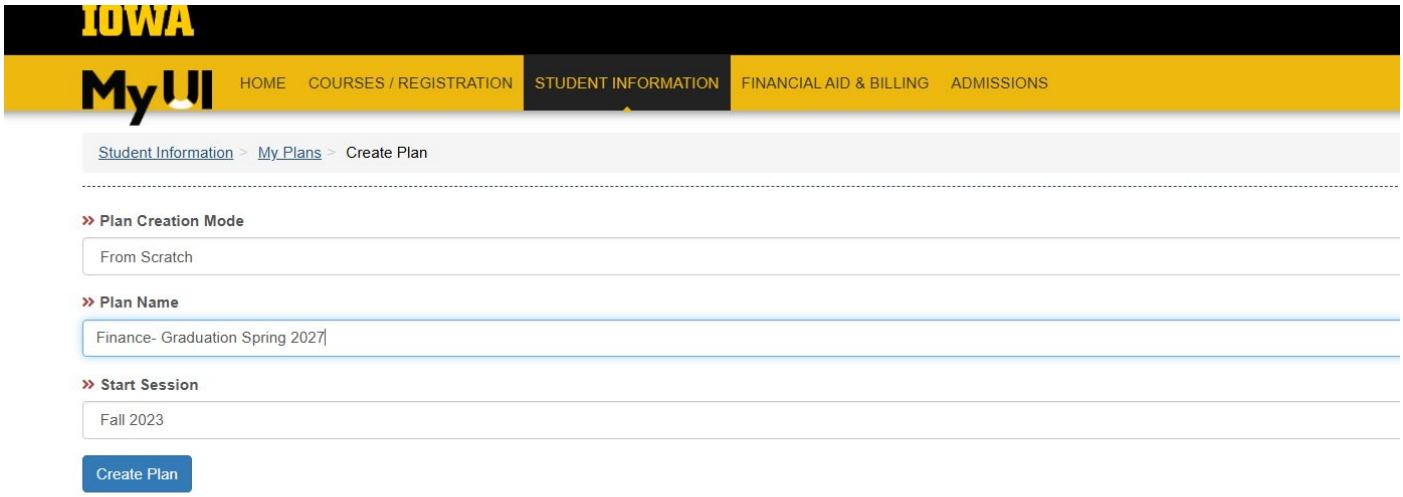


3. On the following screen, click on “Create a New MyPlan.”

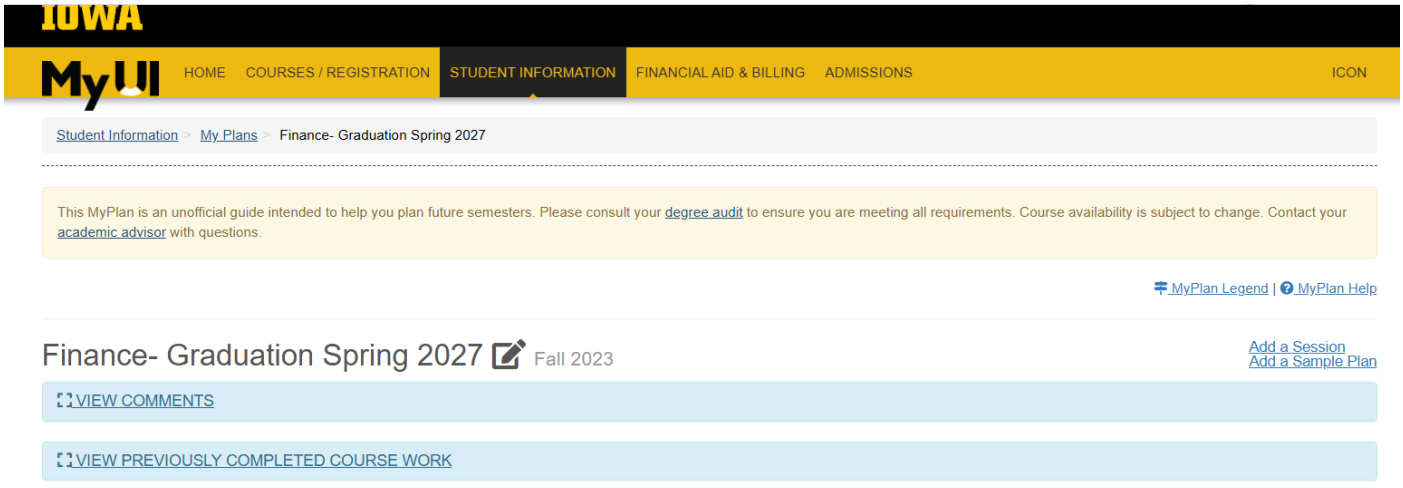


4. Ater clicking “Create a New MyPlan,” select a response for each question below:
    - Click on “Plan Creation Mode.” Select “From Scratch” option from this list.
    - Name your plan – name it after a potential major your interested in pursuing.
    - Click on “Start Session” where you will select the session when you started at the University of Iowa. For example: Jay started his first-year at the University of Iowa as a pre-business student in Fall 2023. He’s now seeking admission to Tippie for Spring 2025, he will use Fall 2023 to build his MyPlan.

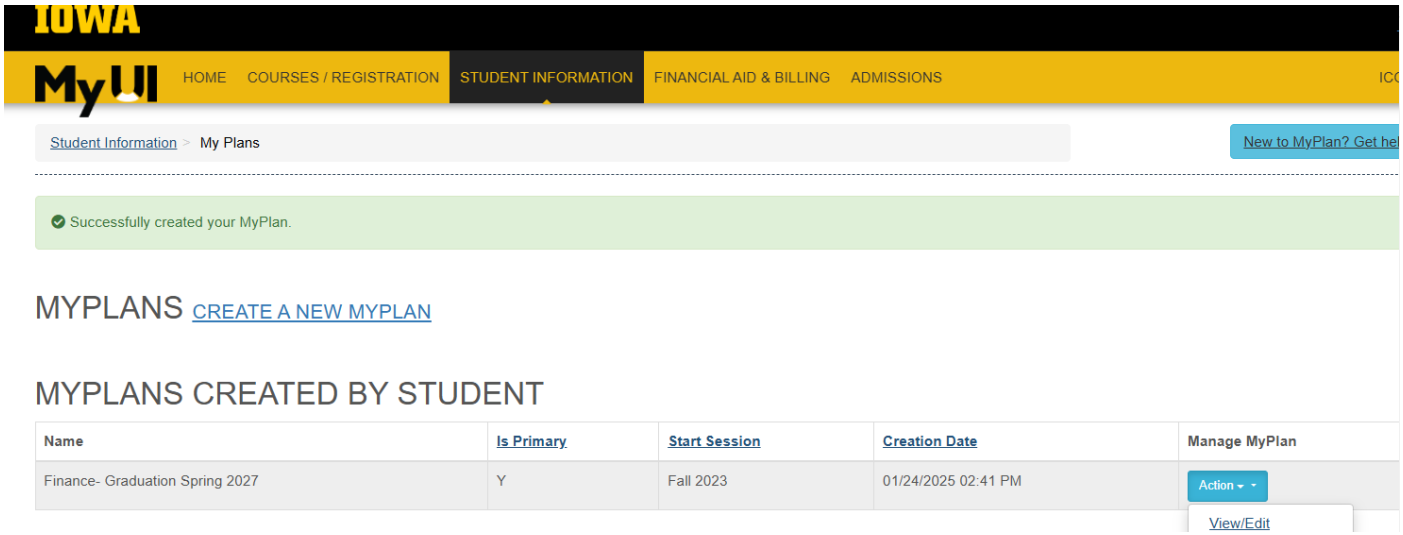
5. Once you have completed filling out all three required options. You will click on “Create Plan.”



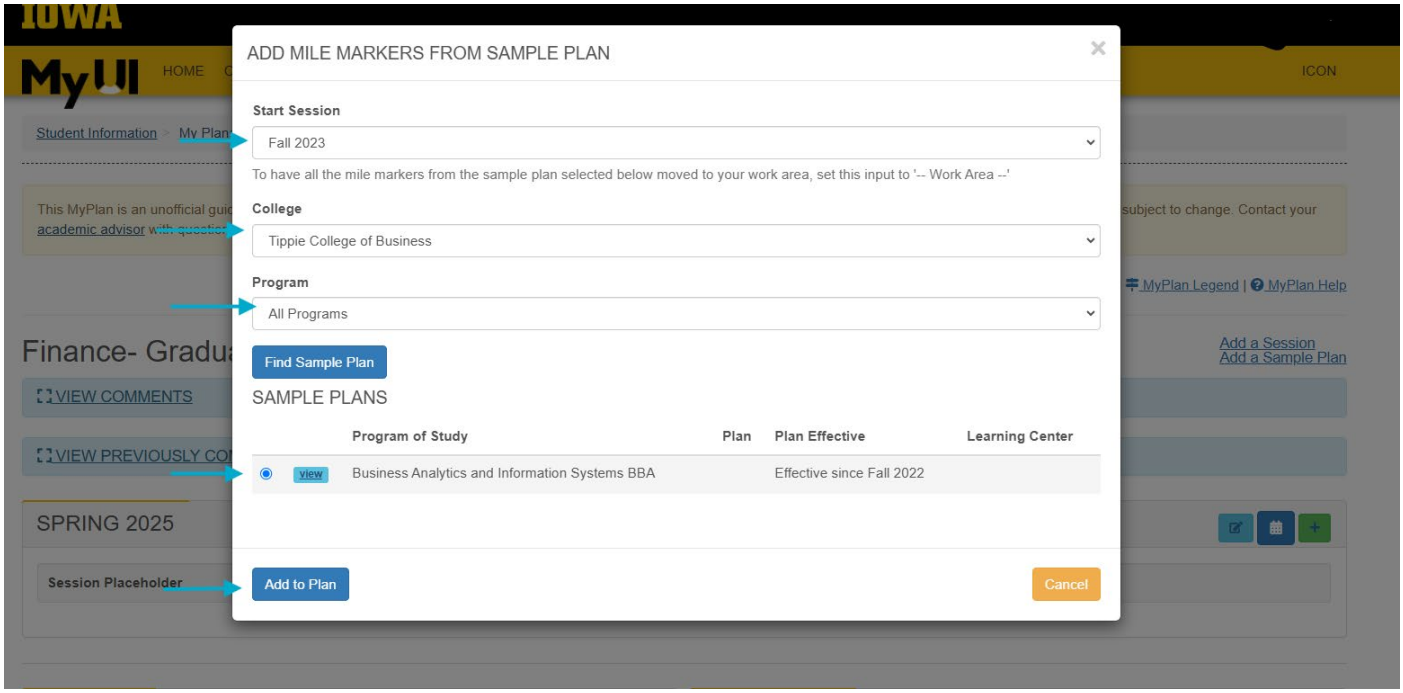
6. Now, click on the “Action” button toward the right of your newly created MyPlan. Clicking this button will provide three different options. Select “View/Edit” to review your built MyPlan.



7. Once you have made it to your built MyPlan, click on “Add a Sample Plan.”



8. On the next screen, follow the following steps:
    - Select your “Start Session” in this drop-down option as your first semester at the University of Iowa.
    - Select “College” to find “Tippie College of Business.”
    - Select “Program of Study” (Major) you’re interested in pursuing in Tippie.
        - Click on the white bubble next to your intended “Program of Study.” Please make sure that a BBA program is listed in “Program of Study” section.
    - Finally, click on blue button “Add to Plan.



9. Clicking the blue “Add to Plan” button will redirect you to a newly built MyPlan. You may need to delete previously completed coursework from your plan. This will act as a template when you consult with your advisor for academic planning meeting and in our BUS:2200 “Discover Business in Tippie” course.

Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

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