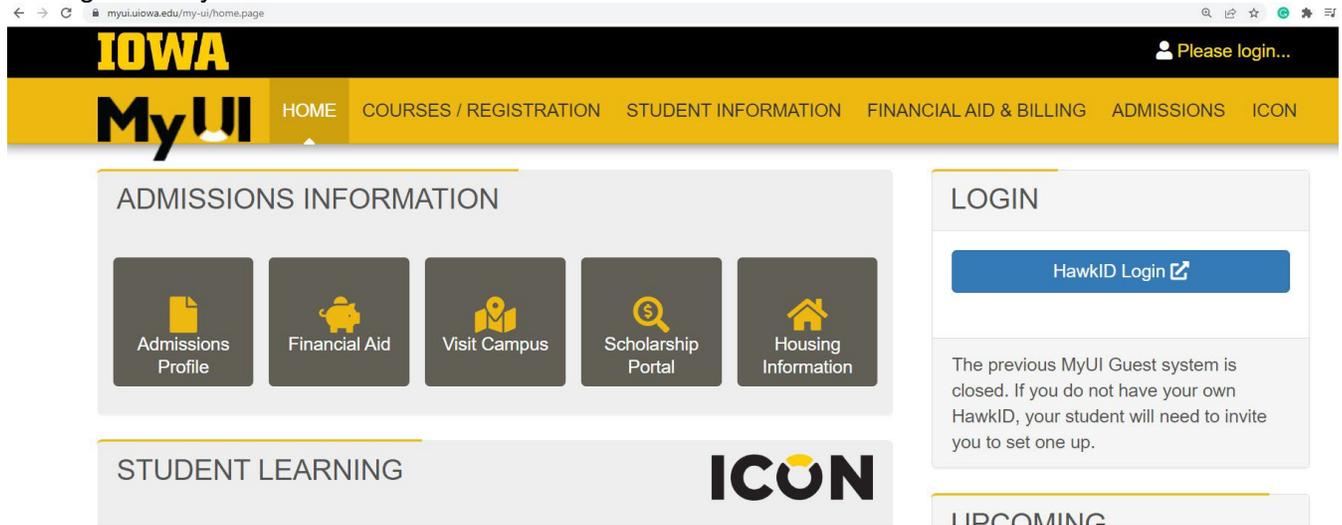


# Tippie Quick Guides

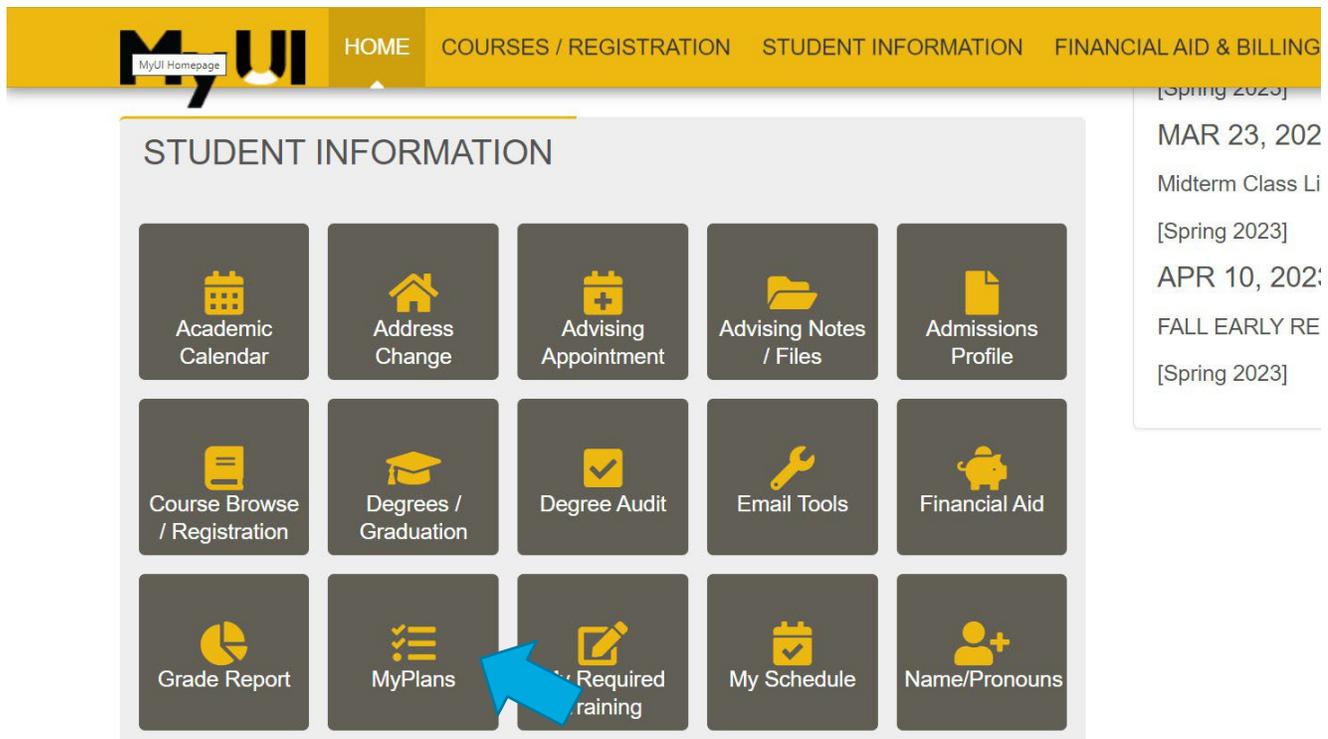
## How to build a MyPlan for PAR

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

1. Sign in to MyUI.

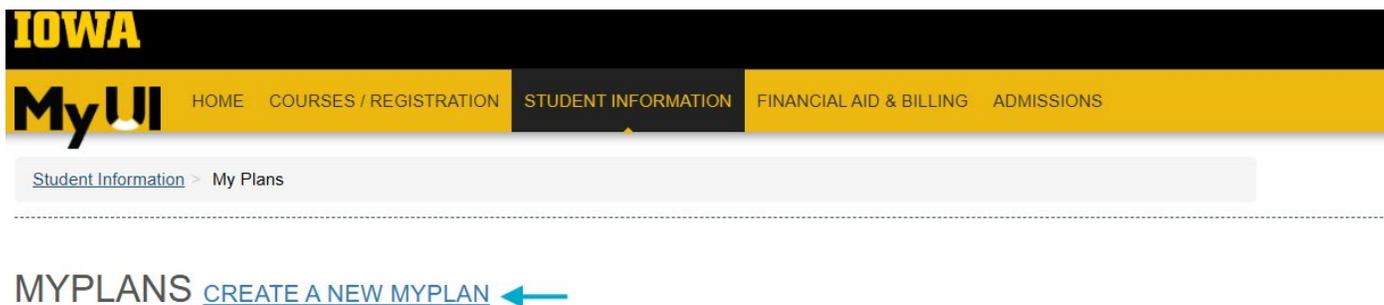


2. Once you're signed in, on the home page click on MyPlan.

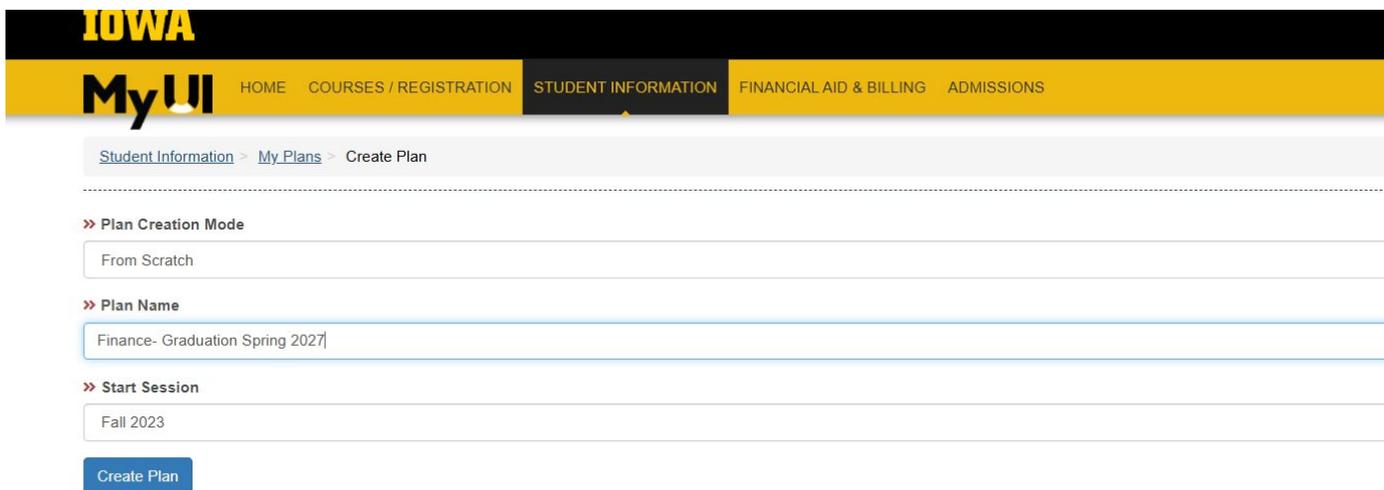


Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

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



4. After 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 you are 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.”



- 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.

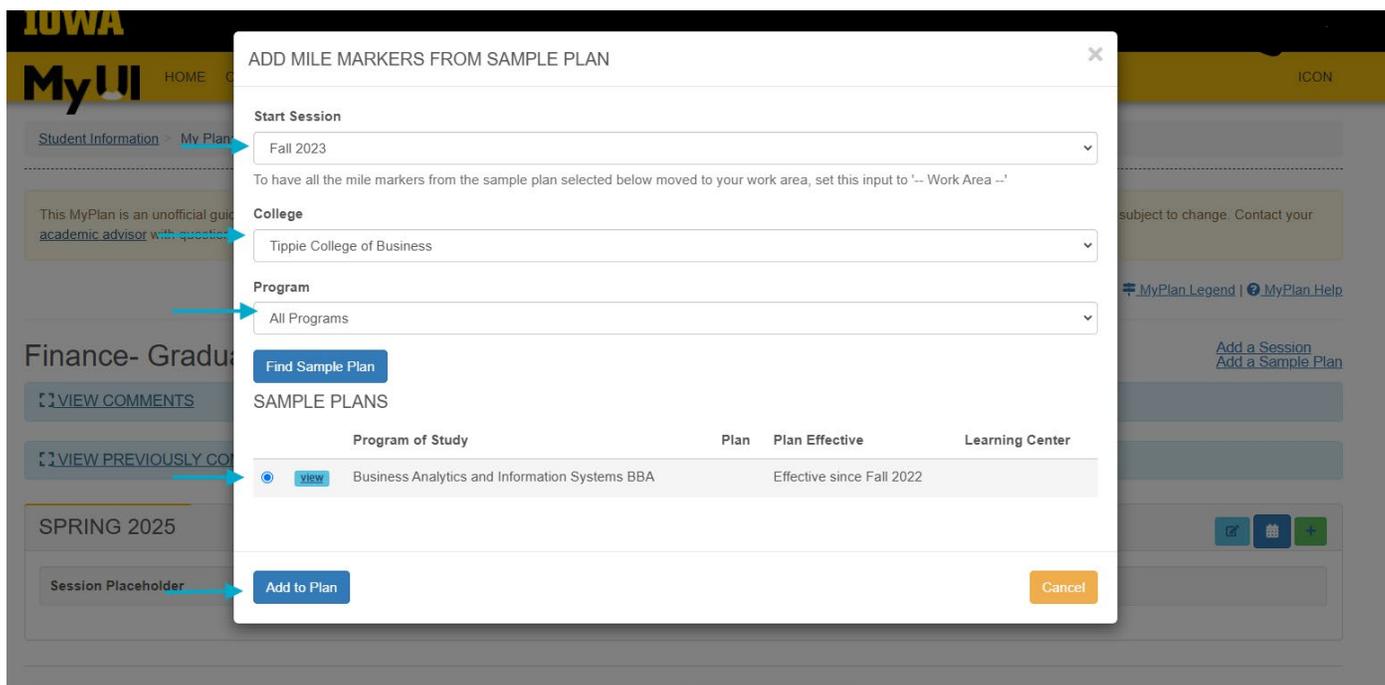
The screenshot shows the MyUI interface. The top navigation bar includes 'HOME', 'COURSES / REGISTRATION', 'STUDENT INFORMATION', 'FINANCIAL AID & BILLING', and 'ADMISSIONS'. The breadcrumb trail is 'Student Information > My Plans > Finance- Graduation Spring 2027'. A yellow banner contains a disclaimer: 'This MyPlan is an unofficial guide intended to help you plan future semesters. Please consult your degree audit to ensure you are meeting all requirements. Course availability is subject to change. Contact your academic advisor with questions.' Below this, there are links for 'MyPlan Legend' and 'MyPlan Help'. The main heading is 'Finance- Graduation Spring 2027' with a pencil icon and 'Fall 2023'. On the right, there are links for 'Add a Session' and 'Add a Sample Plan'. Two blue buttons are visible: 'VIEW COMMENTS' and 'VIEW PREVIOUSLY COMPLETED COURSE WORK'.

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

The screenshot shows the MyUI 'MYPLANS' page. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Student Information > My Plans'. A blue button 'New to MyPlan? Get help' is in the top right. A green banner displays a success message: 'Successfully created your MyPlan.' Below this, the heading 'MYPLANS' is followed by a link 'CREATE A NEW MYPLAN'. The section 'MYPLANS CREATED BY STUDENT' contains a table with the following data:

Name	Is Primary	Start Session	Creation Date	Manage MyPlan
Finance- Graduation Spring 2027	Y	Fall 2023	01/24/2025 02:41 PM	Action - View/Edit

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.

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**Tippie College  
of Business**