Step by Step Process: Please follow these steps to submit a Local Plan Revision. These steps apply when you wish to make a revision to an already-approved Local Plan. In addition to making budget and equipment revisions, these steps must be followed to provide details for any out-of-state travel action steps outlined in an already-approved Local Plan, and thus to submit your request for specific out-of-state travel approval.

1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account. Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 1.)

2) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page*. You will see text in red advising you that your Local Plan is approved and frozen. You cannot make changes by viewing existing documents on the Main Perkins Local Plan Page. Instead, to make changes, you must click on the revise the local plan link contained in the text and, after confirming that you want to prepare a Local Plan Revision (see Screen Shot # 2), you will be informed via an email from the CTE Online Account System that you have successfully opened the Local Plan for revision (see Screen Shot # 3.)

3) Once you have accessed the part of the Local Plan that you wish to revise, make the appropriate changes. In this example we are revising one of the projects outlined on the Funded Projects Information page. Specifically, on the Action Step Descriptions, we made the below changes (see Screen Shot # 4.)

    a. On the original project, changed the Amount to $989
    b. On the original project, changed the Provide Travel Details Now or Later to Now
    c. On the original project, changed the End Date to 01/04/2009
    d. On the original project, changed the Event Name, to Actual Name Big Conference
    e. Created a new action step to utilize the extra funds resulting from the travel plan changes

4) When you have finished entering the revisions click on the *Next* button to save your work, or if you have no changes to any other parts of your Local Plan click on the Save button and then the Main button which will take you back to the *Main Perkins Local Plan Page* (see Screen Shot # 5.)

5) From the *Main Perkins Local Plan Page*, click on the *Summary, Authorization & Signature View* button and then the *Next* button at the bottom of the *Summary* page (see Screen Shots # 6 and 7.) At the bottom of the Authorization and Signature Page, please provide a comment that summarizes for the Perkins Director the changes you have made in your Local Plan Revision (see Screen Shot # 8.) Your comment should be specific and include for example the Project and Action Step

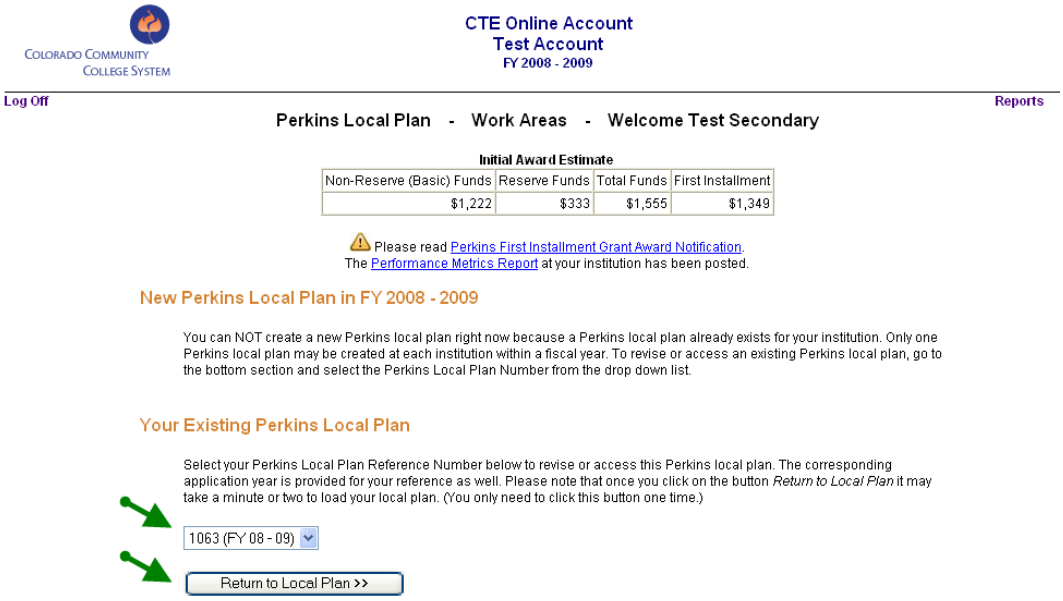
number(s) that were revised. Then click on the *Submit* button. After confirming that you are ready to submit your Local Plan Revision, you will receive confirmation that you have successfully submitted the Local Plan Revision within your Account (see Screen Shot # 9) and via an e-mail (see Screen Shot # 10.) Please note that it is not necessary for you to resubmit the Signature Page since it is not required for revisions to approved Local Plans.

6) Once the Perkins Director has received your Local Plan Revision, the review and approval process will be the same as the process followed for originally submitted Local Plans. (See the Review and Approval Process section in the CTE Administrators' Handbook and the Review and Approval Process Technical Guide for details.) You will be notified that your Local Plan Revision has been approved via email (see Screen Shot # 11.)

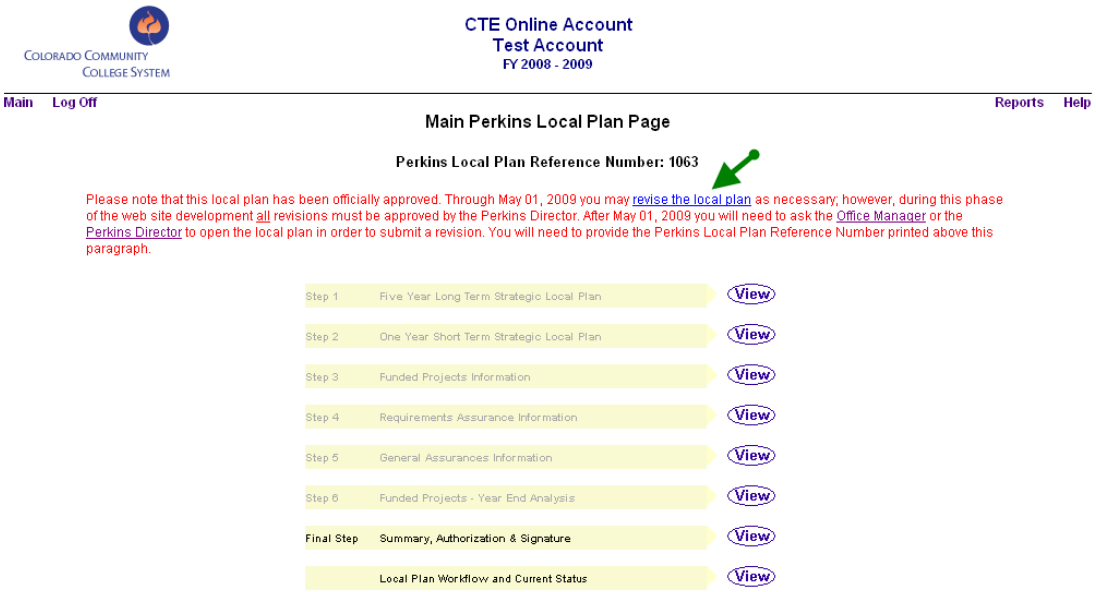
7) If you have made multiple revisions and would like to see the various approval snapshots, you may do so by clicking on the appropriate date links found at the top of the Summary Page (see Screen Shot # 12.)

Screen Shots

Screen Shot # 1: Perkins Local Plan - Work Areas: Your Existing Perkins Local Plan



Screen Shot # 2: Main Perkins Local Plan Page: Local Plan Revision



Screen Shot # 3: Local Plan Revision / Open for Revision (Email)

Hello,

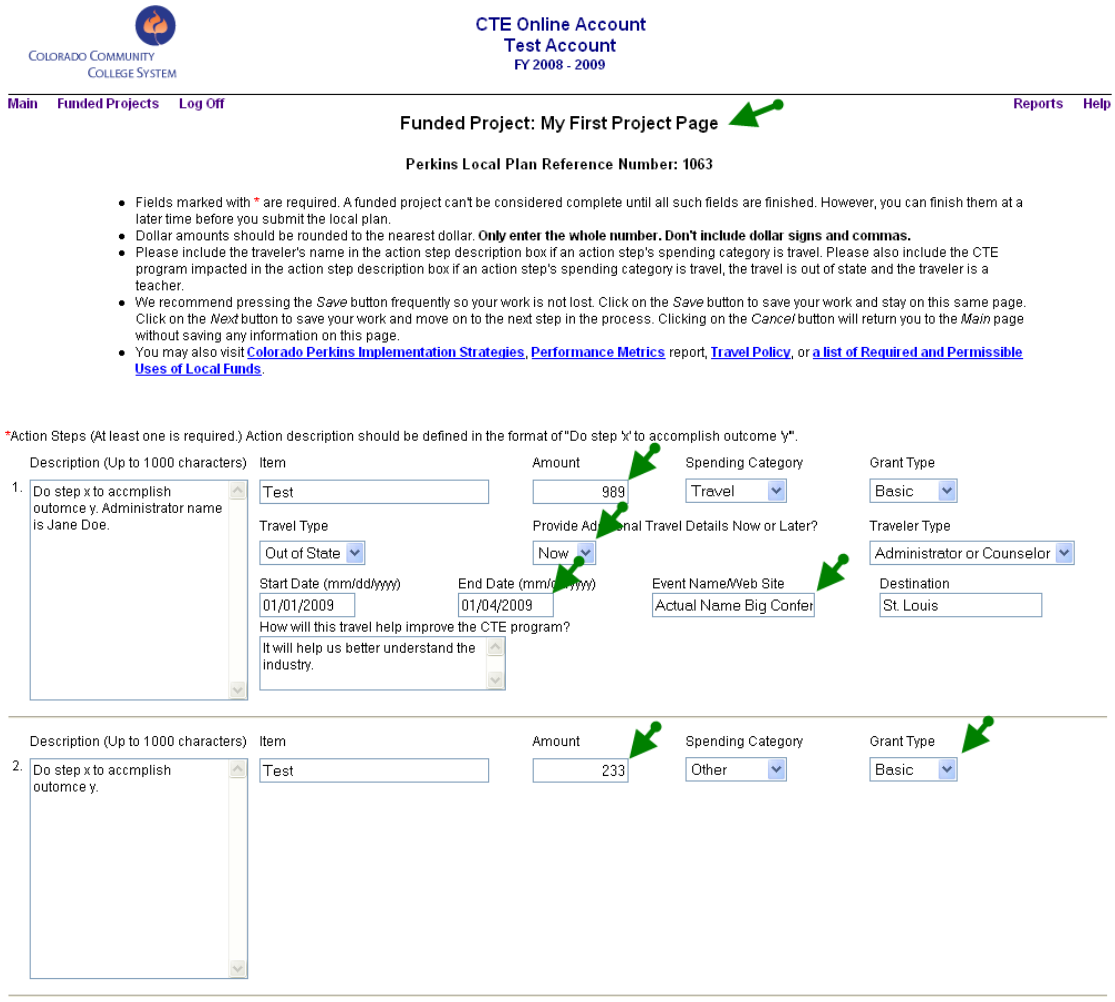
This is an automatic email from the CTE Online Account web application to let you know that the Local Plan Reference Number 1063 has been opened for revision through the web site by the recipient. You can always go to http://CCCSDNA-00985vs/perkins/index.jsp and check the status of this local plan.

Below is the current summary of the submitted local plan for your reference:

Summary on Tuesday, September 30, 2008

Contact Name	Test Secondary
Fiscal Year	09
Affiliation	Test Account
Created on	03/25/2008
Submitted on	03/27/2008
Current Status	Open for Revision (via the Web by Recipient)

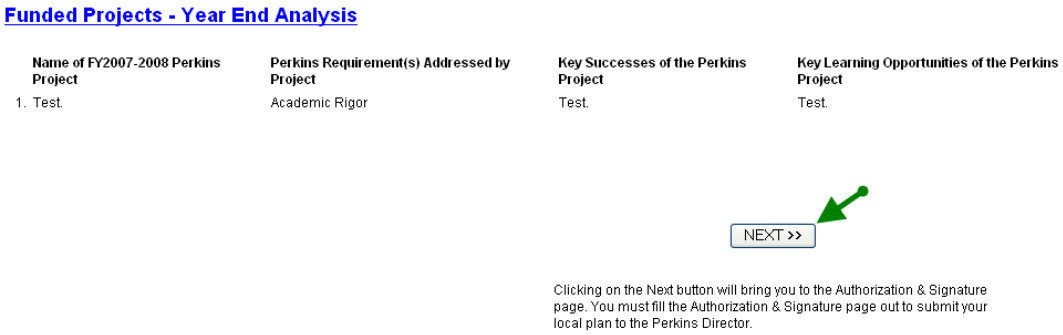
Screen Shot # 4: Local Plan Revision: Funded Projects Information / Funded Project Page / Changes



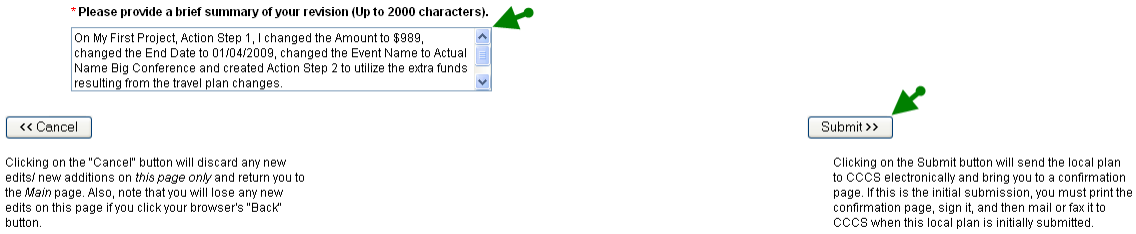
Screen Shot # 5: Local Plan Revision: Funded Projects Information / Funded Project Page / Save & Main

Screen Shot # 6: Main Perkins Local Plan Page / Summary, Authorization & Signature Step / View Button

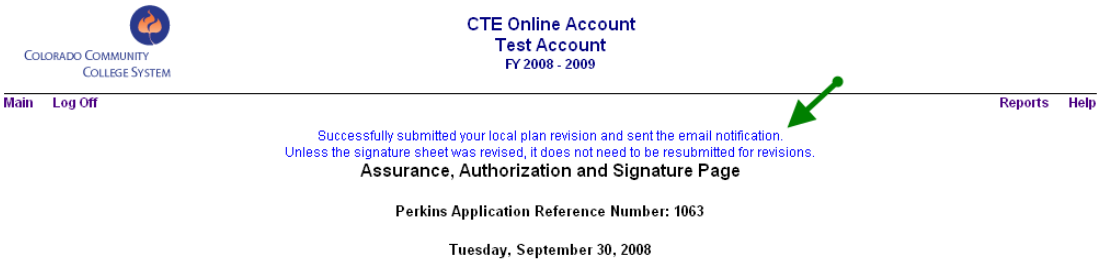
Screen Shot # 7: Summary Page / Next Button



Screen Shot # 8: Assurance, Authorization & Signature Page / Revision Summary & Submit Button



Screen Shot # 9: Assurance, Authorization & Signature Page / Successfully Revised Local Plan



Screen Shot # 10: Local Plan Revision / Revision Submitted (Email)

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the Local Plan Reference Number 1071 revision has been submitted. You can always go to http://test.cte.cccs.edu/perkins/index.jsp and check the status of this local plan.

The following additional comment was made by the recipient:

> On My First Project, Action Step 1, I changed the Amount to $989, changed the End Date to 01/04/2009, changed the Event Name to Actual Name Big Conference and created Action Step 2 to utilize the extra funds resulting from the travel plan changes.

Screen Shot # 11: Local Plan Revision / (Revision) Local Plan Approved (Email)

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the Local Plan Reference Number 1063 has been updated to "Local Plan Approved". You can always go to http://CCCSDNA-00985vs/perkins/index.jsp and check the status of this local plan.

The following additional comment was made by CCCS:

> The revison of your January travel plans is approved.

Please note that the Award Packet has also been posted online. Please go to the CTE Online Account system to print the Award Packet documents and prepare them with signatures for hard copy submission to CCCS. Once received by CCCS and reviewed and approved as complete and correct, your educational institution's Voucher 1 will be posted to your account.

Below is the current summary of the submitted local plan for your reference:

Summary on Tuesday, September 30, 2008

Screen Shot # 12: Local Plan Revision / Approval Snapshot Viewing

Colorado Community College System

CTE Online Account
Test Account
FY 2008 - 2009

Main Log Off Reports Help

Summary Page

Perkins Local Plan Reference Number: 1063

Below is the summary data for this Perkins local plan. The data is currently frozen (no longer editable) as it is being reviewed by the Perkins Director. If any data is incorrect, please contact the Perkins Director.

A copy of Assurance, Authorization and Signature page can be opened by clicking the *NEXT* button at the end of this page. If you have not mailed the signed confirmation page to CCCS, please do so as soon as possible.

This local plan was approved on 09/30/2008 11:30:13 09/30/2008 10:00:44 . You can see its approval snapshot by clicking the approval date.