

Step by Step Process: Please take these steps to complete the Five-Year Plan.

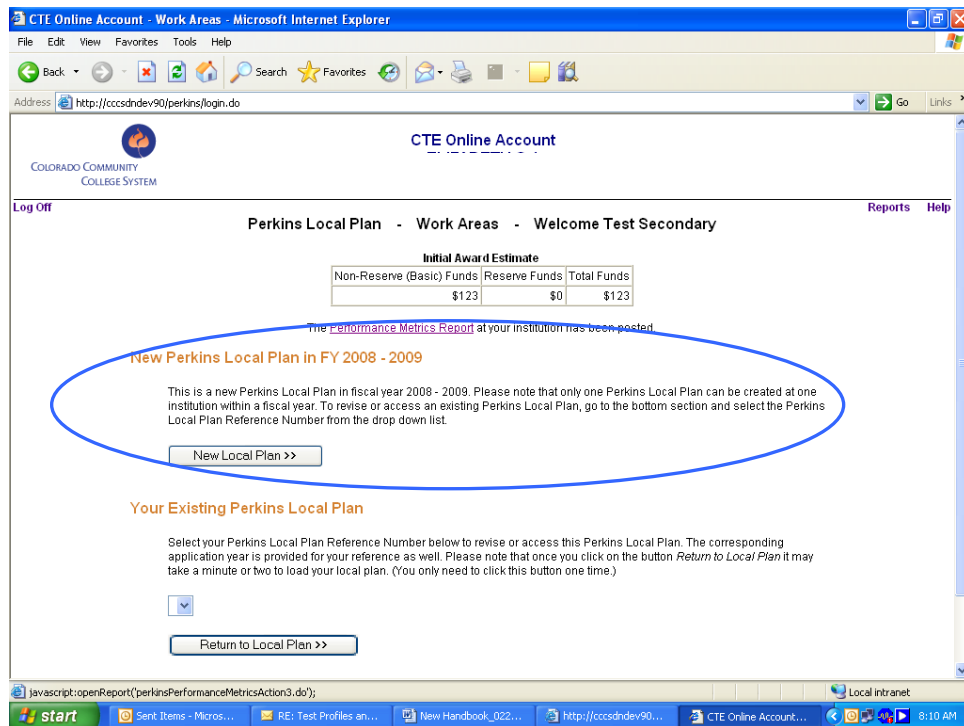
- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 1.)
- 2) Open a *New Perkins Local Plan* by clicking on the *New Local Plan* button (see Screen Shot # 2.) Once you have created or begun to create a Local Plan you will need to select the appropriate Local Plan from the drop down window under the *Your Existing Perkins Local Plan* section of this page.
- 3) After clicking on the *New Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 3.) Begin to document your Five-Year Plan by clicking on the *Edit* button for this step.
- 4) At the *Five Year Long Term Strategic Local Plan Page* (see Screen Shots # 4a-4d), for each of the 12 questions presented, define and document the specific steps your educational institution will take to address the question. Your answers should describe measurable outcomes. You can find further guidance on how to answer the questions in Chart 1: Answer Guidance provided at the end of this Section V Part C7 as well as in Appendix A. Please note, each answer is limited to 600 characters. Even though you may have more extensive plans, you do not need to document all of the details in your Account.
- 5) **While you are working and after addressing each question, click on the Save button to save your information (see Screen Shot # 4d.) Keep in mind that the Online System will “time out” your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 6) After clicking on the *Save* button, you will be taken to the *Main Perkins Local Plan Page*. If you have completed each question, the text for this step will now be gray instead of black (see Screen Shot # 5.) Please note that if the step is completed and “grayed out” this does not mean that you cannot go back and make edits to it. If you have not completed this step the text will remain black until it is complete.

Screen Shots

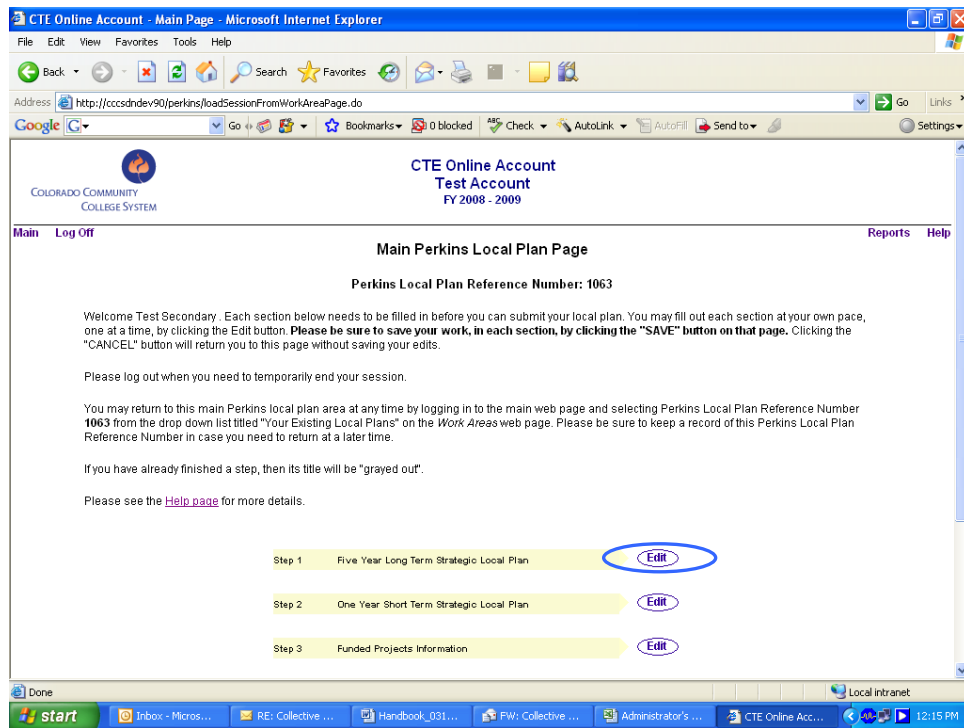
Screen Shot # 1: Perkins Local Plan - Work Areas – Welcome Page



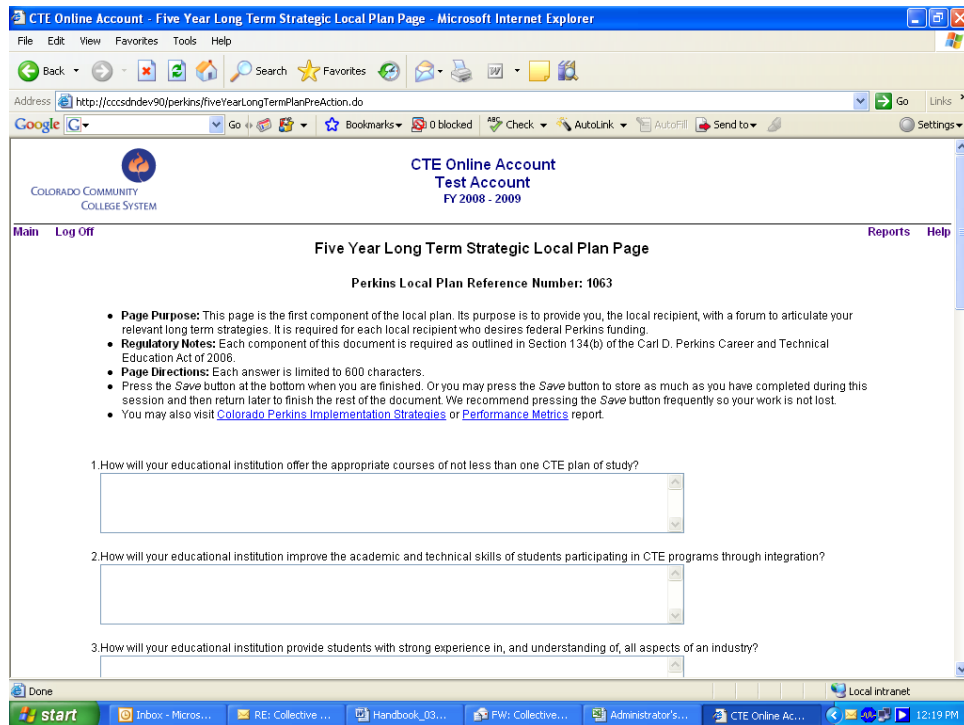
Screen Shot # 2: Perkins Local Plan Work Areas: New Perkins Local Plan in FY2008-2009



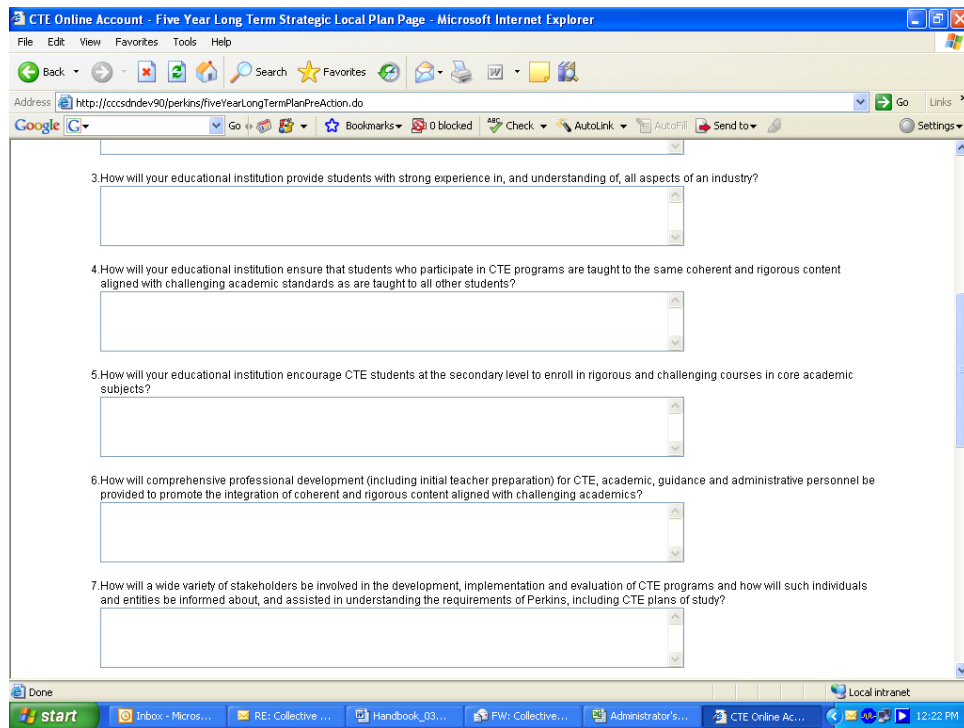
Screen Shot # 3: Main Perkins Local Plan Page



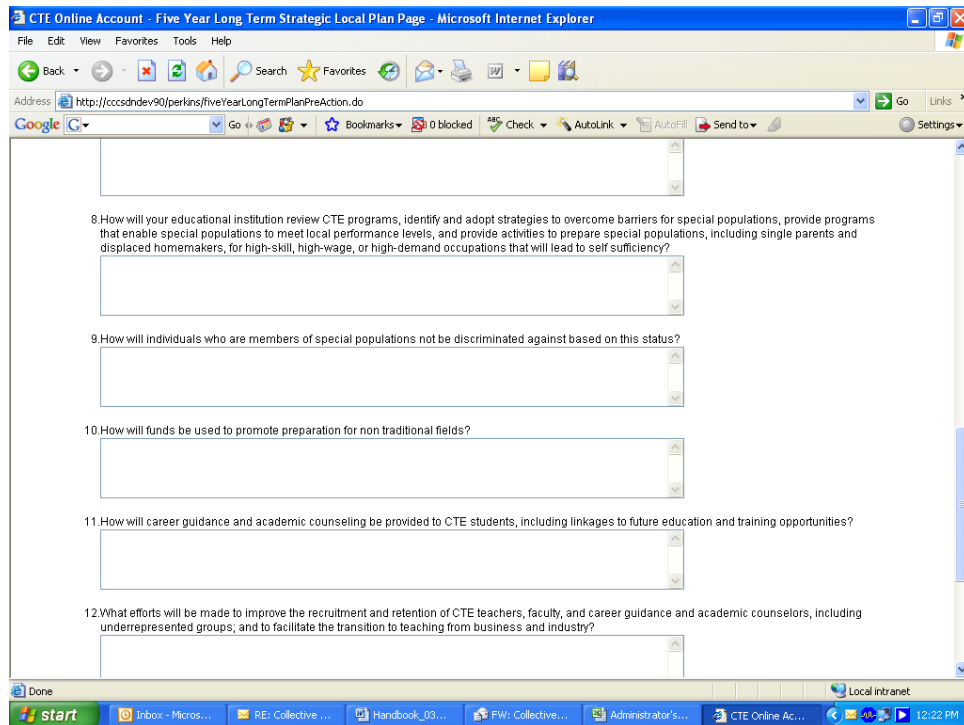
Screen Shot # 4a: Five-Year Long-Term Strategic Local Plan Page (First Section)



Screen Shot # 4b: Five-Year Long-Term Strategic Local Plan Page (Second Section)



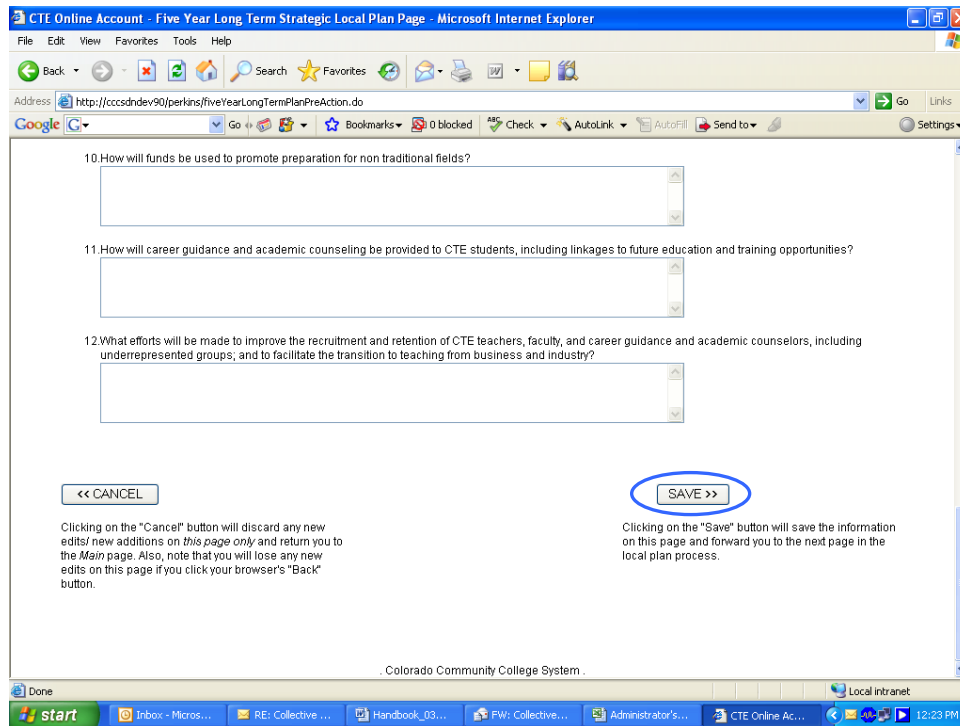
Screen Shot # 4c: Five-Year Long-Term Strategic Local Plan Page (Third Section)



# Five-Year Long-Term Strategic Local Plan

Created: Spring 2008; Last Modified: 10/12/2009

## Screen Shot # 4d: Five-Year Long-Term Strategic Local Plan Page (Final Section): Save



## Screen Shot # 5: Five-Year Long-Term Strategic Local Plan: Completed

