

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

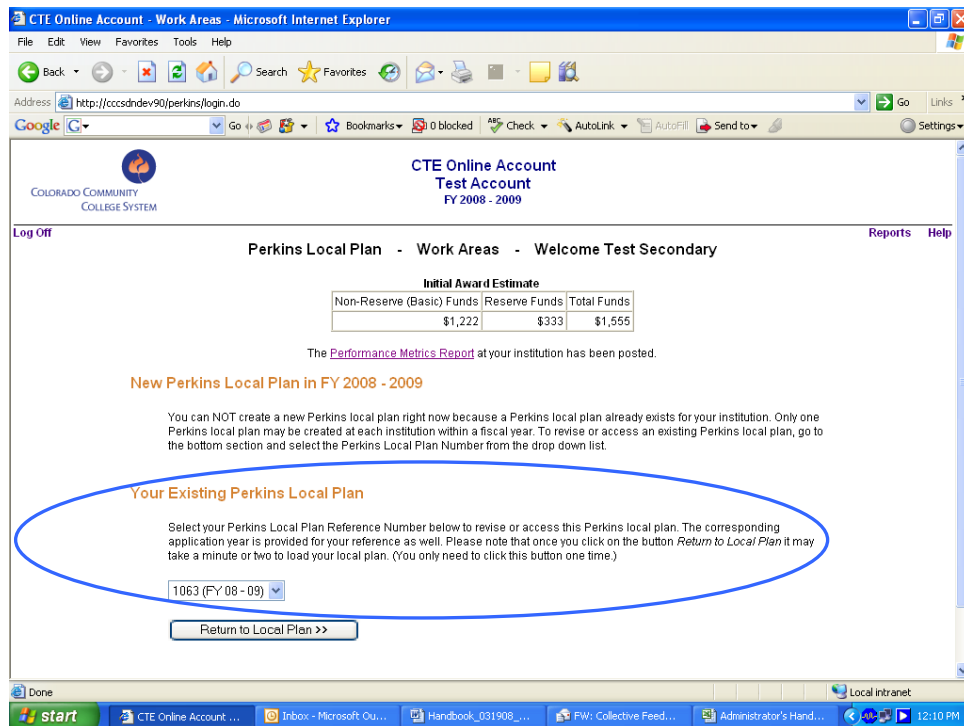
- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 1.)
- 2) Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 2.)
- 3) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 3.) Begin to document your One-Year Plan by clicking on the *Edit* button for this step.
- 4) At the *One Year Short Term Strategic Plan* page (see Screen Shots # 4a-4b), for each of the questions presented, define and document the specific steps your educational institution will take to address the question. You can find further guidance on how to answer the questions Chart 1: Answer Guidance provided at the end of this Section V Part C9 as well as in the Appendix.
- 5) **While you are working and after addressing each question, click on the Save button to save your information (see Screen Shot # 4db.) 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 # 6.) 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

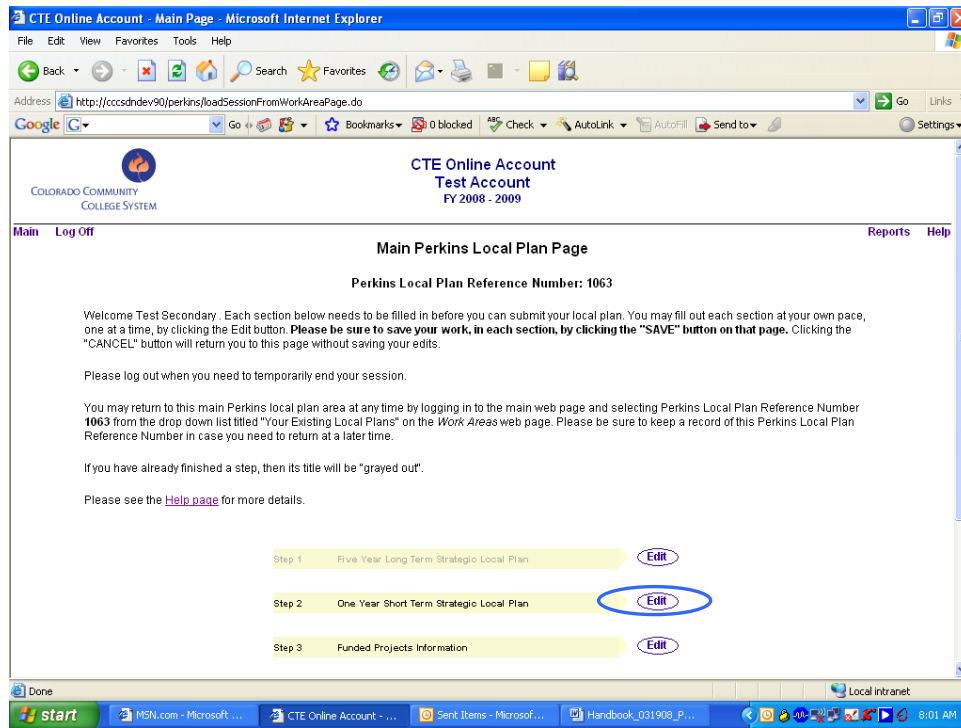
Screen Shot # 1: Perkins Local Plan - Work Areas



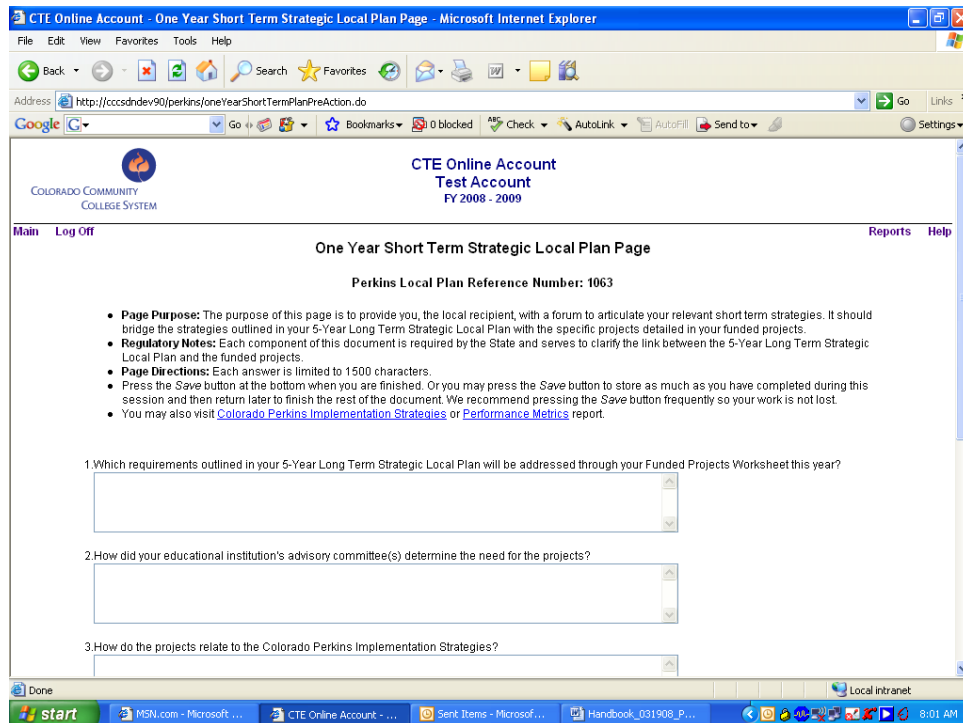
Screen Shot # 2: Perkins Local Plan Work Areas: Your Existing Local Plan



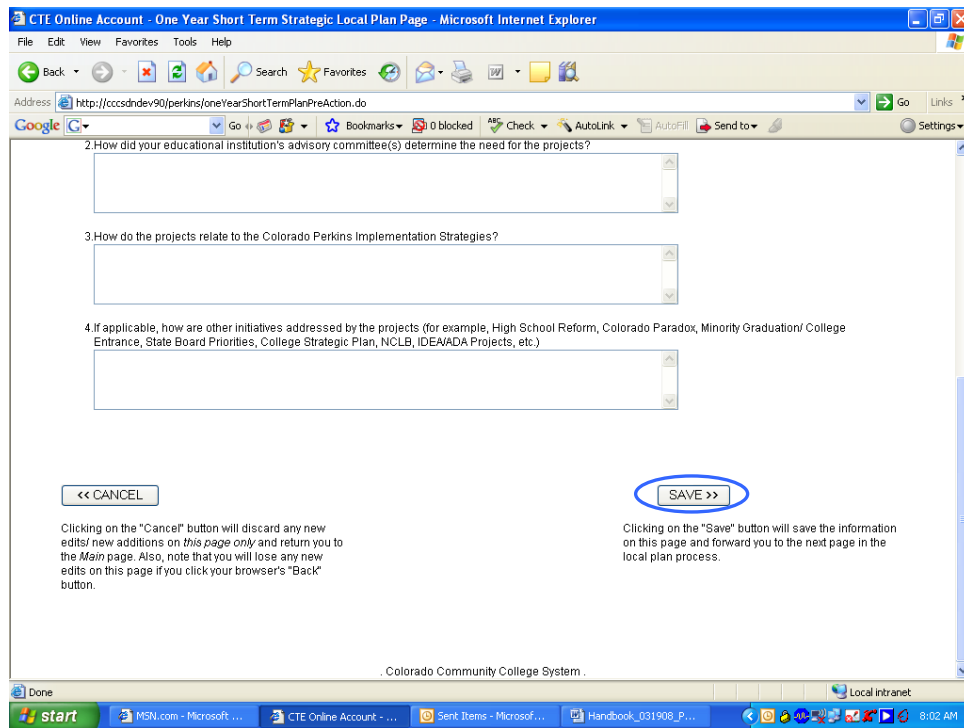
Screen Shot # 3: Main Perkins Local Plan Page: One Year Short Term Strategic Local Plan



Screen Shot # 4a: One Year Short Term Strategic Local Plan (Top Section)



Screen Shot # 4b: One Year Short Term Strategic Local Plan (Bottom Section): Save



Screen Shot # 5: One Year Short Term Strategic Plan: Completed

