

# HOW TO COMPLETE YOUR ED PLAN

*A Comprehensive Visual Guide*

*Hand-crafted by your*



**STUDENT SUCCESS COACHES**

Moorpark College

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Last Updated Spring 2020

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### Log into your MyVCCCD account

- Go to [www.my.vcccd.edu](http://www.my.vcccd.edu)
- Log in with your username and password

2

### Click on the "MyCollege" tab

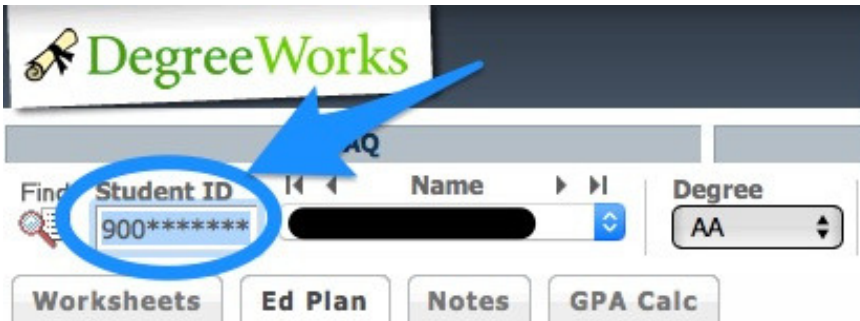
- Click on "DegreeWorks"

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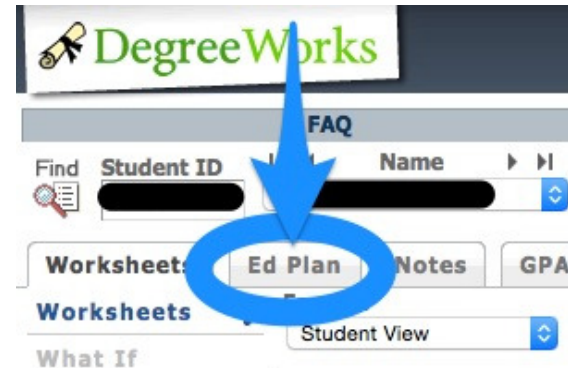
- Enter your student ID
- Click on the "Ed Plan" tab

1.



The screenshot shows the top of the DegreeWorks application. The 'Student ID' field is highlighted with a blue circle, and a blue arrow points to it from the right. The 'Name' field is empty, and the 'Degree' dropdown is set to 'AA'. Below the fields are tabs for 'Worksheets', 'Ed Plan', 'Notes', and 'GPA Calc'.

2.



The screenshot shows the same DegreeWorks interface as before, but now the 'Ed Plan' tab is highlighted with a blue circle, and a blue arrow points to it from the top. The 'Student ID' field is still highlighted with a blue circle.

4

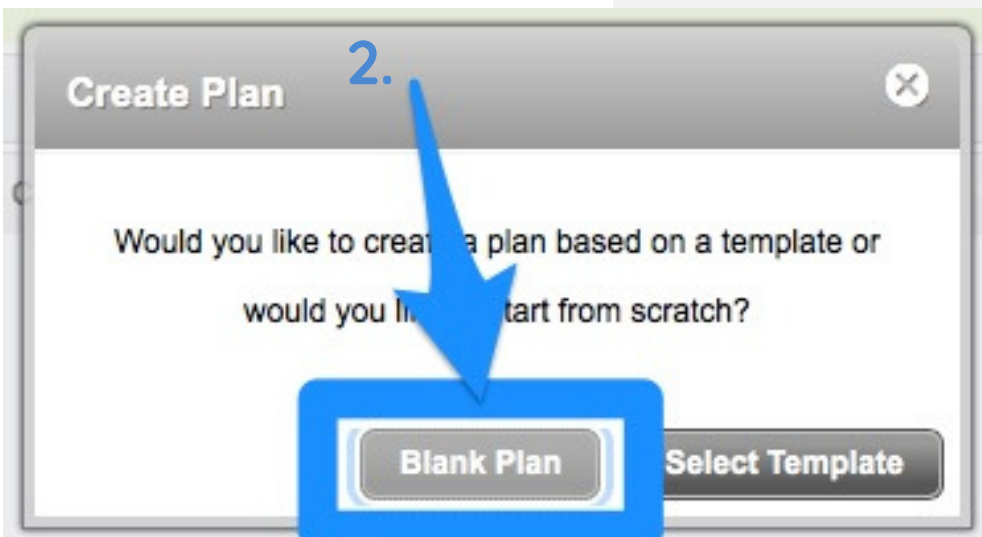
- Start a new plan by clicking on "New Plan"
- Select "Blank Plan"

1.



The screenshot shows the 'New Plan' button highlighted with a blue box, and a blue arrow points to it from the left. The 'View' dropdown is set to 'Select', and the 'Delete' button is visible below it.

2.



The screenshot shows the 'Create Plan' dialog box. The 'Blank Plan' button is highlighted with a blue box, and a blue arrow points to it from the top. The 'Select Template' button is visible to the right of the 'Blank Plan' button. The dialog box contains the text: 'Would you like to create a plan based on a template or would you like to start from scratch?'

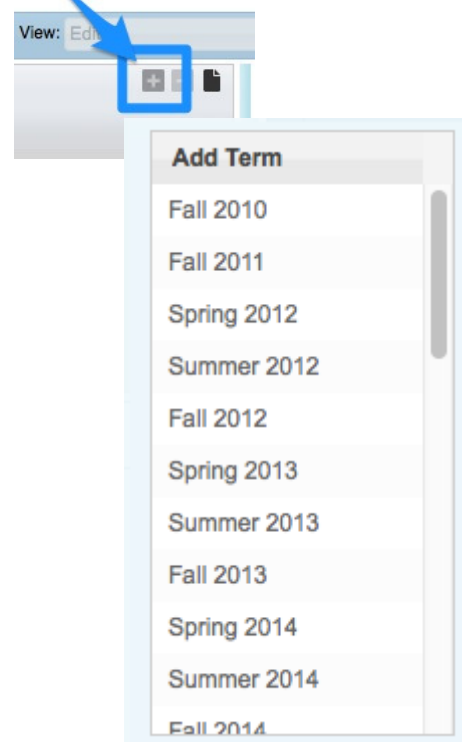
5

- Enter a description, degree, and "Abbreviated Ed Plan"
- Click on the "+" icon in order to add courses to this Plan

1.

Description: Degree: Plan Type: 

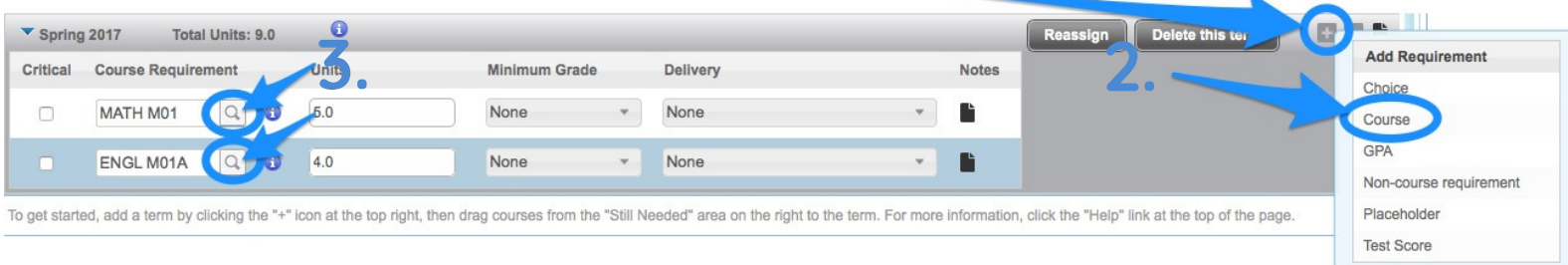
2.



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- Click on "+"
- Click on "Course"
- Click on the search icon to add your classes

1.

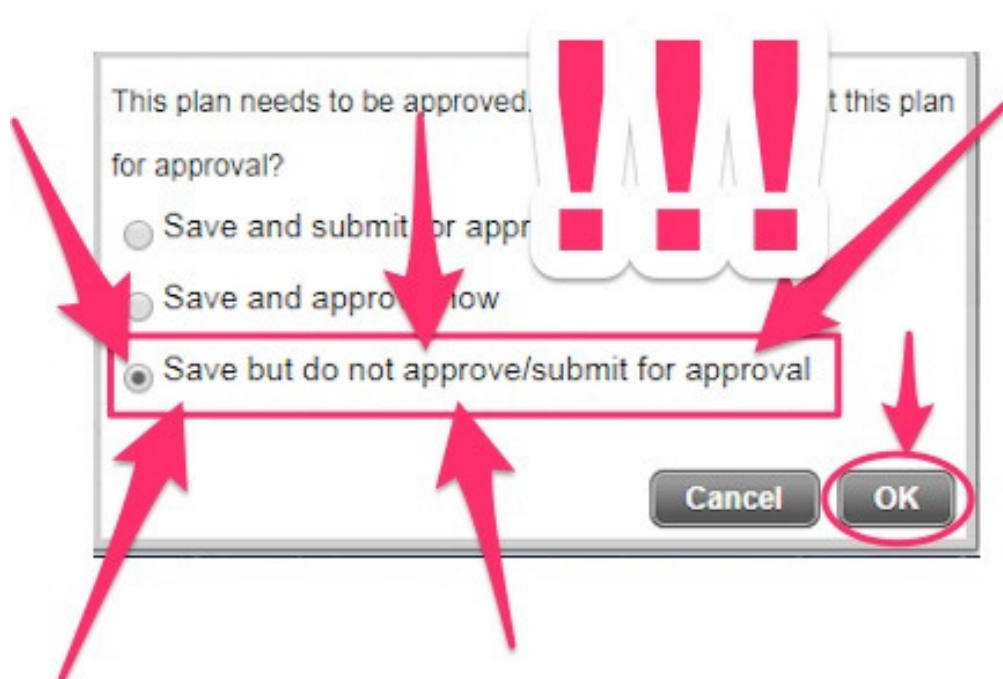


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**Select "Save but do NOT approve/ submit for approval"**

- Click "OK" to submit your Ed Plan
- We recommend that you meet with a counselor to create a **comprehensive** Ed Plan so that you know which classes to register for in order to meet your academic & career goals.

**HELPFUL HINT:**

If you do happen to select the wrong save option, all you have to do is complete a **new** Ed Plan and re-save this new plan as "Save and Do NOT approve."

*This visual guide is complete.*

**\* NOTE:** Please keep in mind that this plan does NOT register you for your classes. Please see the "How to Register & Pay for a Class" comprehensive visual guide to learn how to register for classes.



## NEED FURTHER ASSISTANCE?

For more in-depth assistance, please contact:

**Student Success/FYE Center:**

(805) 553-4799

mcfye@vccd.edu

Located in the Student Services Annex

