If a new window doesn’t open, make sure all pop-up blockers are disabled.

1. To access Student Planner, login to accesSPoint. Use either the Adviser Center tile in Faculty/Advisor Home or Student Services Center from Campus Staff Home.

2. Search for or select a student from your advising list. Then, click Student Planner from the left menu bar.
1. Login to Student Planner using your UWSP credentials.

2. Hover over the Template icon on the left menu bar.

3. Click Templates.
1. Filter templates using the **Status** column. Select **PUBLISHED** to only view active templates. Then, click **APPLY**.

2. Type the major into the search field and then click on the appropriate template. Template names include catalog terms. Be sure to apply the template that matches your student’s major catalog term (found on page 1 of a DPR). Templates begin with the **Fall 2023** catalog term.
1. Once you have selected the template, click **APPLY**.

2. Type the name or ID of the student in the search field. You can apply the same template to as many students as you want at one time. Then, click **NEXT**.
1. Select which term you want as the first term in the plan. Then, click NEXT.

2. Confirm the details of your template. You can enter an optional message to your student.

3. Click, APPLY TEMPLATE.
1. A confirmation will appear when the template has been successfully applied to a student/students.

2. Search for your student using name or student ID.

3. Click the update button. This will update the plan to reflect the planned courses previously taken by the student. Completed courses and degree requirements will be designated with a ✔ indicator.