

Logging into Minnesota State Student Planner



The Minnesota State Student Planner is a web-based student planning system that can be accessed on any device connected to the internet.

- Degree Audits in the Audits tab*
- Graduation Planner in the Plans tab**
- Schedule Builder in the Schedules tab**

* Available at all Minnesota State colleges and universities.

** Available at most Minnesota State colleges and universities.

How To Guides for the Minnesota State Student Planner

Log into <u>Student eServices</u> to access Minnesota State Student Planner.

- Under My Minnesota State School Summary, you may have one school or multiple schools.
- All your schools will also be listed in Minnesota State Student Planner.

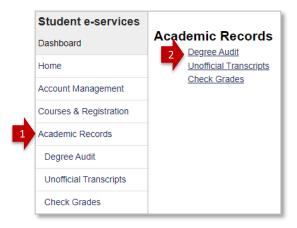
Student e-services		Student e-services	
Dashboard	My Dashboard Hustang ID My Prefile Legeut	Dashboard	My Dashboard
Home	Welcome to Minnesota State Colleges & Universities eServices.	Home	Welcome to Minnesota State Colleges & Universities eServices.
	Holds that may Impact Registration		Holds that may Impact Registration
Account Management	nous that may impact Registration	Account Management	
Courses & Registration		Courses & Registration	
Academic Records		Academic Records	Action Items
inancial Aid	Action Items Personal Military and Veteran Status	Financial Aid	Sign up now to get your year-end tax form for tuition online.
lousing and Dining	Please enter, verify or update your local address,	Bills and Payment	
Bills and Payment	Please enter, verify or update your permanent address,	Student Employment	Class Schedule Current Term: Fail 2021
Student Employment	Sign up now to get your year-end tax form for tuition online.	Contact Us	Content term, Pan 2021
Contact Us	Class Schedule	Campus	School Class Days Time Bldg/Room
Campus	Current Term: Fail 2021	SCTCC Homepage	Next Term: Spring 2022
extbook Information	School Class Days Time Bidg/Room		
impus Directory		Order Books	Financial Aid - Academic Year 2022
	Next Term: Spring 2022	Programs and Majors	School Status SCTCC Nothing on file
02L	Financial Aid - Academic Year 2022	Accuplacer Reading Course	Central Lake Nothing on file
eb Mail	School Status	Placement	
legistration & Records Office	Southwest St Nothing on file	Accuplacer Nath Course Placement	My Minnesota State School Summary
		Placement	St. Cloud Technical & Community College
Southwest Minnesota State University	My Minnesota State School Summary Southwest Minnesota State University	St. Cloud Technical &	Central Lakes College
The Party Parcel	Southwest Minnesota State University	Community College	

Minnesota State is an affirmative action, equal opportunity employer and educator.

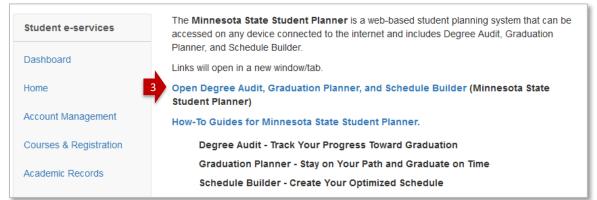
In Student eServices

1. Select Academic Records.

2. Select Degree Audit.



3. Select Open Degree Audit, Graduation Planner, and Schedule Builder.



4. Sign on with your StarID and password.

	MINNESOTA STATE
	Sign on with your StarID
4	Password
	Sign on <u>Reset password</u>

Degree Audits

If you have one school in Student eServices, Student Planner will open in the Audits page.

• Select **Run Declared Programs** to generate a degree audit for the major(s)/program(s) you have declared at your school and a Minnesota Transfer Curriculum audit.

Audits • Plan	ns Schedules Roadmaps -	Comments					
		- comments					
equest an	Audit						
Run Declared Pr	ograms:						
School	Degree Program	Title	Catalog Year	Marker	Value	Туре	CATLY
	BS ECEP	Bachelor of Science -Early Childhood Education	Fall 2010				
	BS JUAD	Bachelor of Science - Justice Administration	Spring 2020				
	BSN BSNU	Bachelor of Science (BSN) - Nursing	Fall 2021				
Select a Differer	at Program.						
Select a Differen	it royum.						

If you have multiple schools in Student eServices, Student Planner will open in the Select a School page.

- All your schools will be listed in alphabetical order.
- Select a School from the dropdown list:

	DTA STATE	Name Seect your style 🔿 🌑
Studer	nt Planner	¢-
Select a Scl	hool	
School	- Central Lakes College 🗸 🗸	🛑
	- Central Lakes College	
	- St Cloud Technical and Community College	

After you select a school, Student Planner will open in the Audits page.

• Select **Run Declared Programs** to generate a degree audit for the major(s)/program(s) you have declared at your school and a Minnesota Transfer Curriculum audit.

Student	: Planner						Select your sty
Audits - Com	nents						
equest an A	Audit						
Run Declared Proc							
Kun Declared Prog	<u>Itanis:</u>						
School	Degree Program	Title	Catalog Year	Marker	Value	Туре	CATLYT
	AAS AUT2	AUTOMOTIVE SERVICE TECHNICIAN	Fall 2019				
Select a Different	Program:						
	Glick to view available options.						

Changing to a Different School

• Currently selected School is displayed under Select a School and in the upper right corner.

MINNESOTA STATE	St Cloud Technical and Community College
Student Planner	Select your style: 🔘 🔵
Audits • Comments	¢-
Select a School Currently selected School - St Cloud Technical and Community College	
School - St Cloud Technical and Community College -	
Continue	

• Select the settings gear in the upper right, then **Select School** to go back to the dropdown of all your schools:



Graduation Planner and Schedule Builder

If your school has <u>Graduation Planner and Schedule Builder</u> available for students, you will also have a Plans tab and a Schedules tab:

MINNESOTA STAT	E						Name Central Lakes College Select your style: 🔿 🔵
Student Pla	anner						
Audits Plans Sch Request an Audit <u>Run Declared Programs</u> :	nedules Roadmaps • Comments						¢+
School	Degree Program	Title	Catalog Year	Marker	Value	Туре	CATLYT
	UNDECIDED		Spring 2022				
Select a Different Program	<u>n:</u>						

Plans: Graduation Planner

MINNESOTA STATE	Name Central Lakes College Select your style: 🔘 🜑			
Student Planner				
Audits • Plans Schedules Roadmaps • Comments	¢+			
Manage Student's Plans 🛛 🔞	Comments			
Program: No Declared Program Catalog: Summer 2022 My.Plans Create a New Plan	Notes in Comments should never include sensitive information. Enter notes to be reviewed within Student Planner. Select the "Share with" field to allow the comment to be viewed by Student and/or Advisors/Staff. Add New Comments			
No plans available	Expand All / Collapse All			

Schedules: Schedule Builder

MINNESOTA STATE	Student Planner	Name Central Lakes College Spring 2022 Select your style:
Audits • Plans Schedules Roadmaps •	My Schedule	¢+
	Let's get started building your schedule. First, pick the term you want to work on.	
	Select Term: Spring 2022 v	

Roadmaps: Students will receive the Access is Denied screen.

Select the Audits, Plans, or Schedules tab to return your applications.

