**Program Managers – How to Start or Open a Plan**

*Please use these instructions to start or open a program plan in the planning software.*

1. Open the Rio Hondo webpage [www.riohondo.edu](http://www.riohondo.edu) Please note that Windows Internet Explorer or Google Chrome must be used. The program will not function with Opera, Safari or Firefox.

2. On the Faculty & Staff tab and under About Rio Hondo College, choose Institutional Research and Planning (IRP).

3. Once on the Institutional Research and Planning site, click the Annual Planning button.

4. This will take you to the Institutional Planning page.

5. You will see two buttons – one for planning software on campus and the other for the software off campus. Click the button based on where you are accessing the software.

6. If logging on from off campus, further instructions will appear. Follow the instructions to enter your username and password. Enter the same information that you use to log on to your Rio Hondo computer.

7. Once you click OK, the planning software will open – you may expand the program to full screen.

8. Once on the software home page – you now have the opportunity to open an existing plan or start/rollover a new program plan.

9. To start a new plan, click on the Start a New Plan button.

10. To open an existing plan, click on the Open an Existing Plan button.

11. If starting a new plan, on the left navigation area, click either New Empty Plan or Rollover a Previous Plan.

12. If rolling over, choose the plan year to roll over.

13. Choose the plan type – program.

14. Choose your Unit from the drop down list.

15. Choose your plan from the drop down list.

16. Choose the program to open from the list on the right and Click to rollover plan.

17. Select the plan year for the new plan.

18. Then select the plan type to open – either program plan or program review and click OK.

19. Once your plan is open, you will see a preview of the sections in the right navigation area.

20. To edit a specific section, double click in the title area of the section. This will open the section to view the help information and the blank area to type or paste text.

21. You may go back to the preview of all categories by clicking on The Plan on the left navigation area.
22. You may also select a specific category by clicking on Sections from a Previous Plan. Once the categories are expanded, click on the specific category to edit.

23. One goal will automatically be added when you open a plan.

24. To add additional goals, click the yellow folder marked G in the top left navigation area.

25. When in a specific goal, you can add additional objectives for that goal by clicking the document icon marked O next to the Goal Folder. You may add as many goals and objectives as you need for the plan.

26. You will notice on the left navigation area two levels of drop down menus.

27. The menu at the top allows you to go back to the planning software home page, as well as other areas of the software. The browser back buttons are not active; you will need to use this menu to navigate through the system.

28. The second drop down menu near The Plan allows you to add goals and objectives along with a variety of other choices directly from the drop down menu.

29. You may also view, add, or change the people who can view, edit or show participation in the program plan.

30. Click on Administration (to administer the program plan) in the left navigation area to expand the options.

31. Click on Plan Team to add people to edit or acknowledge participation in the plan. Simply choose the name from the list on the right and use the arrows to select or remove people from the appropriate list.

32. The print function is located in the drop down menu on the top left navigation area. The print function will open up your print dialog box. When you print, the items in the right navigation area will be printed.

33. These instructions only cover the most important features that you will need to complete your program plan. Explore the sections on your own and contact the Institutional Planning Help Line if you have questions or concerns with the software.

34. Remember, the planning software is only a tool to gather and share information. Focus on the content of your plan and get help for the software, if needed.

35. Separate training materials will provide information about content to fulfill the sections of the program plans.

If you have any questions, concerns or are unable to access the software or any portion of the program, please call the Planning Help Line at X6644 or e-mail howard.kummerman@riohondo.edu.