

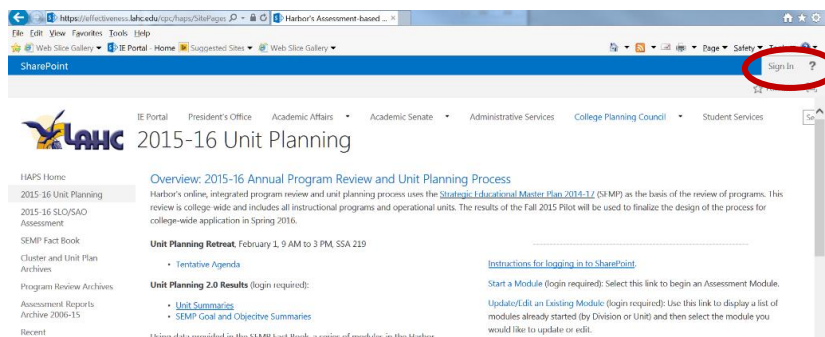
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ACCESS THE UNIT PLANNING MODULES

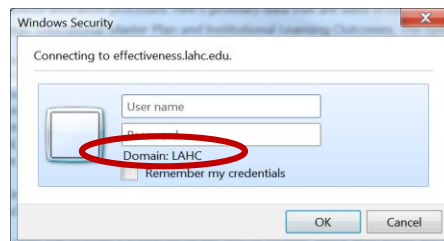
1. Before you begin, make sure you have your **e-mail user name and password**. These are needed in order to access the planning system.
2. Go to the **Faculty & Staff page**.
3. Select **2015-16 Unit Planning** below the Assessment & Planning section.



4. Click **Sign In**.



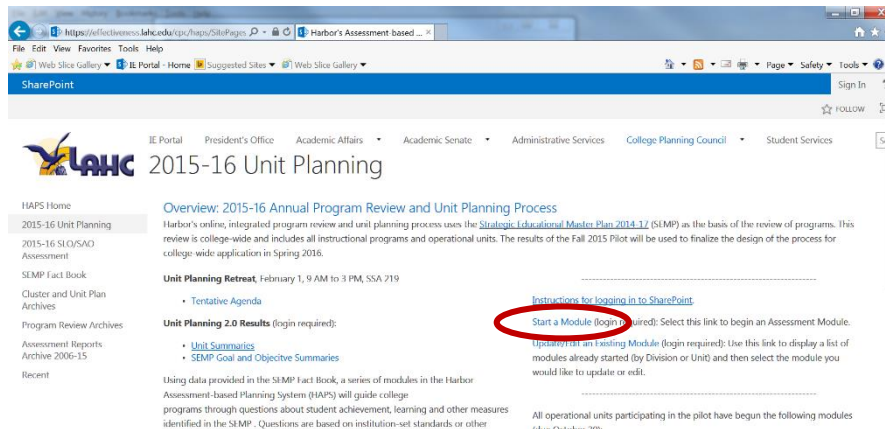
5. **Domain name** on sign-in window should be **LAHC**.
 - a. If domain is **not** LAHC, type **lahc** before **e-mail user name** (example: lahc\smithj), enter **password**, and click **OK**.
 - b. If domain is **LAHC**, enter **e-mail user name and password**. Click **OK**.



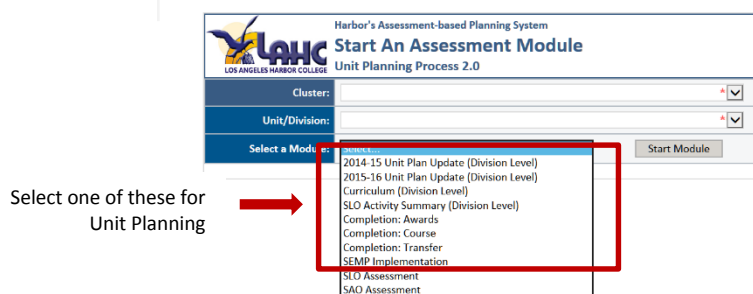
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START MODULE

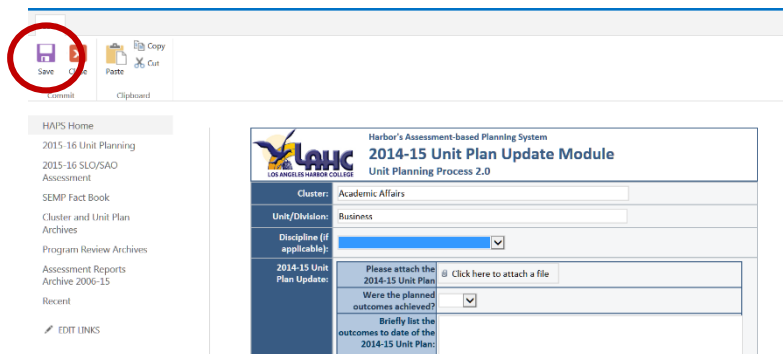
1. You need to be logged into the planning system. See previous section for sign-in details.
2. Select **Start a Module**.



3. Select **Cluster, Unit/Division**, and the appropriate module. Click **Start a Module**.



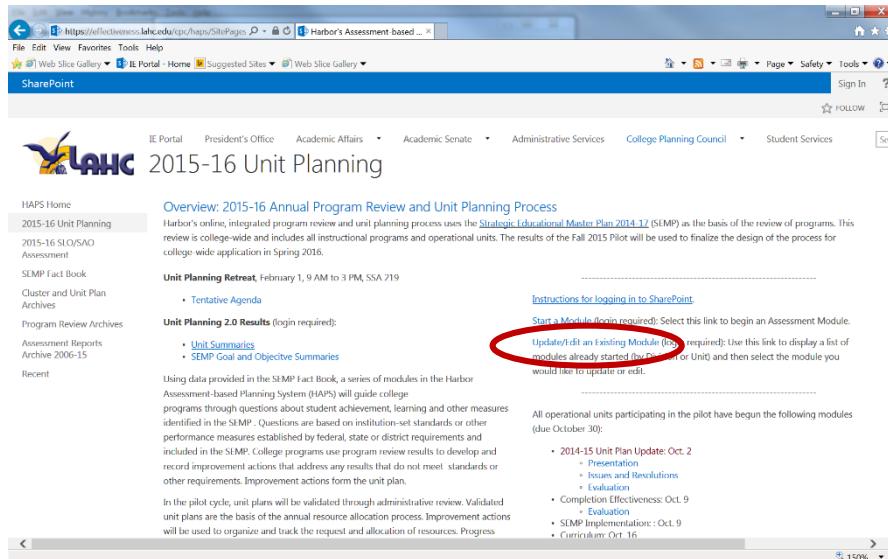
4. Complete module and **Save**.



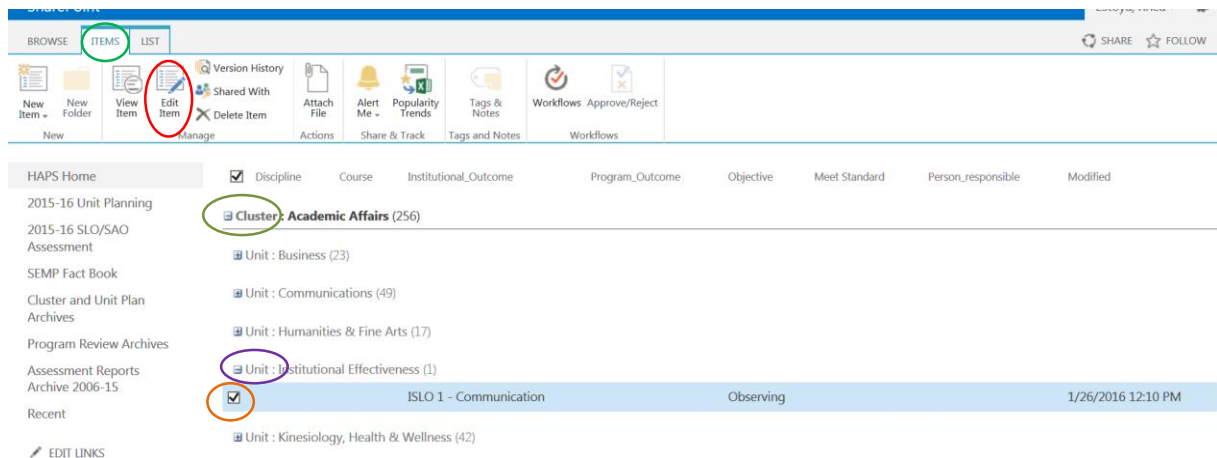
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EDIT/ RETRIEVE AN EXISTING UNIT PLANNING MODULE

- From the 2015-16 Unit Planning page, select **Update/Edit an Existing Module**.



- Find appropriate cluster and click on **Cluster**. Find unit/division and click on **Unit**. Select the specific module. Select **Items** from the ribbon and **Edit Item**.



- Edit module and **Save**.