


DASHBOARD

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Articles

What is I-Plan?



Welcome to I-PLAN

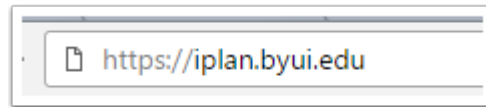
I-Plan is a new online tool created by the school to assist students to become successful in their college years and careers.

Some of the tools available are:

- Academic Preparation
- Career Exploration
- Class Planning
- Career Preparation
- Handshake
- Internship Approval
- Tutoring
- Academic Advising
- Portfolium
- Student Dashboard

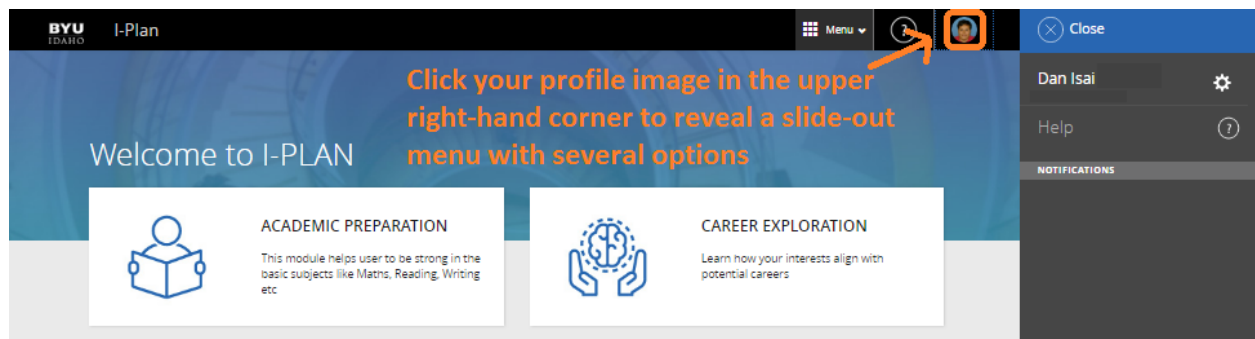
How do I refresh my profile?

Access I-Plan Website

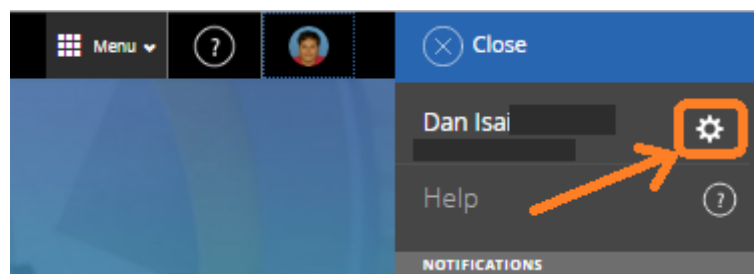


Visit <https://iplan.byui.edu> and use your BYU-Idaho credentials to login

Click Your Profile Image

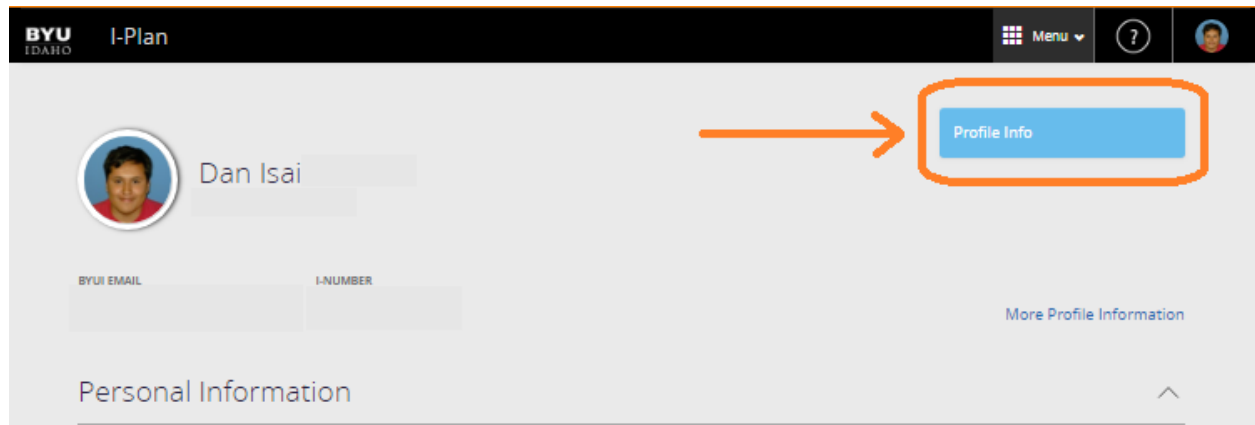


Click the Gear



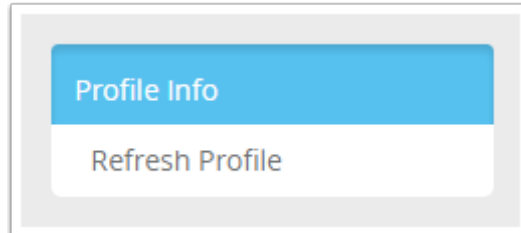
Click the gear in the slide-out menu

Click the Profile Info Button



Click the blue profile info button in the upper right-hand corner of the page

Click the Refresh Profile Option



Click the Refresh Profile option to force I-Plan to refresh your profile, giving you additional I-Plan access



When you refresh your profile, the page will refresh, and you will see additional options in the black navigation bar at the top of the page.

How do I change my major?

To change your major you will need to contact your academic advising center. Click [here](#) to check the contact information of your academic office.

Decision Tree

☐ New Ticket is created

☐ Check Criteria & Formatting

Are the required components included on the ticket? If there is anything critical you feel is missing reply to the requestor of the ticket and ask for the missing information to be added.

Note: not every item is needed on every ticket.

- Student I #
- Components (major, catalog year, declared vs alternate plan)
- Steps to recreate
- Screenshot of error
- Why? – describe impact and issue
- Descriptive title

☐ Priority

EMERGENCY (1)	1 BUSINESS DAY
HIGH (2)	1 BUSINESS DAY
MEDIUM/HIGH (3)	2 BUSINESS DAYS
MEDIUM (4)	5 BUSINESS DAYS
LOW (5)	10 BUSINESS DAYS

BYU-Idaho Online Knowledgebase

☐ Destination

Level 1: Student Success & Retention

Level 2: Student Records & IT

Level 3: Excelsoft

☐ Change Status

Tags

- Unknown
- Other
- DA
- ES
- SOA
- ATI

Advisors

CPSE – Michael Cornick/ Karla Groom

EDHUM – Clint Payne

FND INT

AGLS – Mark Willis

BUCO – Sheila Wener

LANG LET

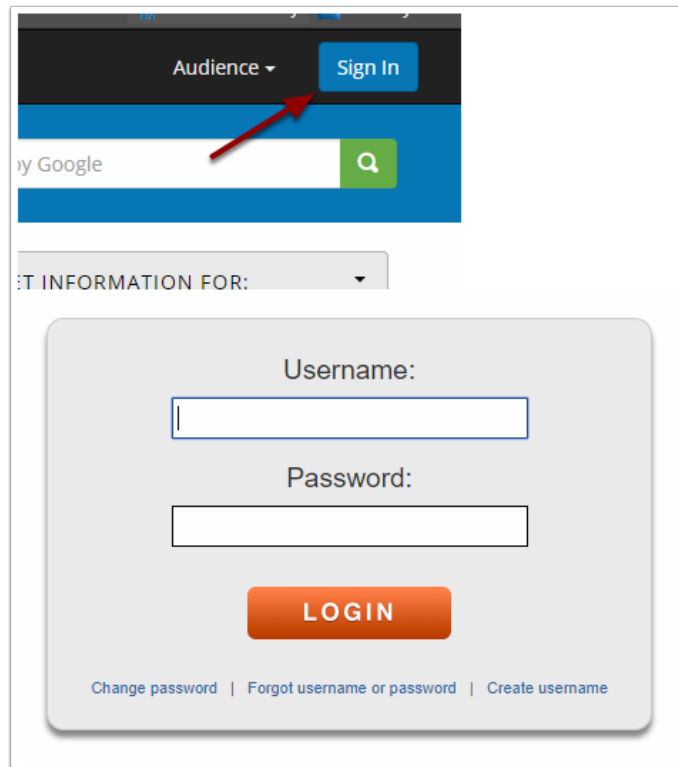
ONLINE

Performing Visual

☐ Follow up

How Do I Access I-Plan?

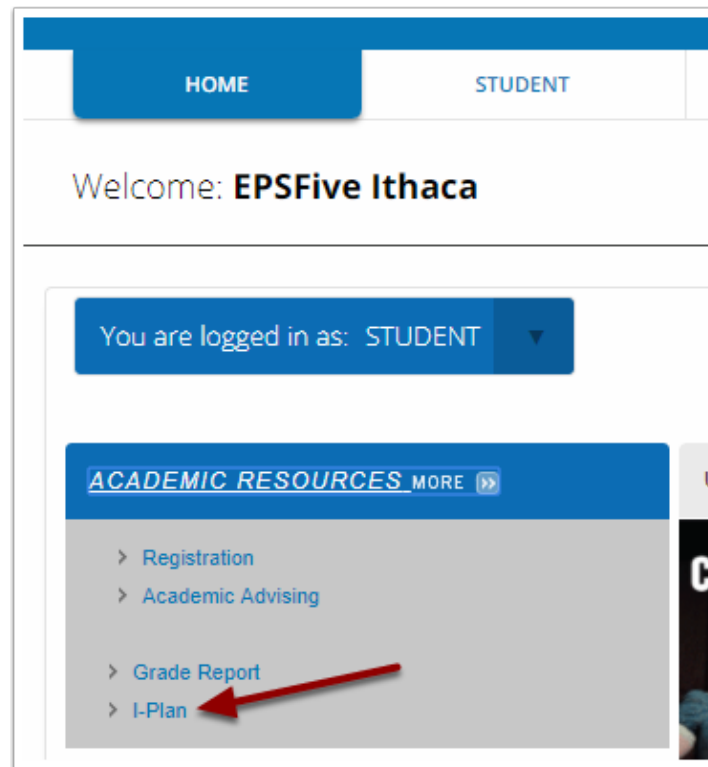
Sign in to your BYU-Idaho account

A screenshot of the BYU-Idaho Sign In page. At the top, there is a dark blue header with the text "Audience" and a dropdown arrow, and a blue "Sign In" button. Below the header is a white search bar with the text "by Google" and a green search icon. A red arrow points from the search bar to the "Sign In" button. Below the search bar is a grey box with the text "SET INFORMATION FOR:" and a dropdown arrow. Below this is a white box with the text "Username:" and a text input field. Below the input field is the text "Password:" and another text input field. Below the input fields is an orange "LOGIN" button. At the bottom of the white box are three links: "Change password", "Forgot username or password", and "Create username".

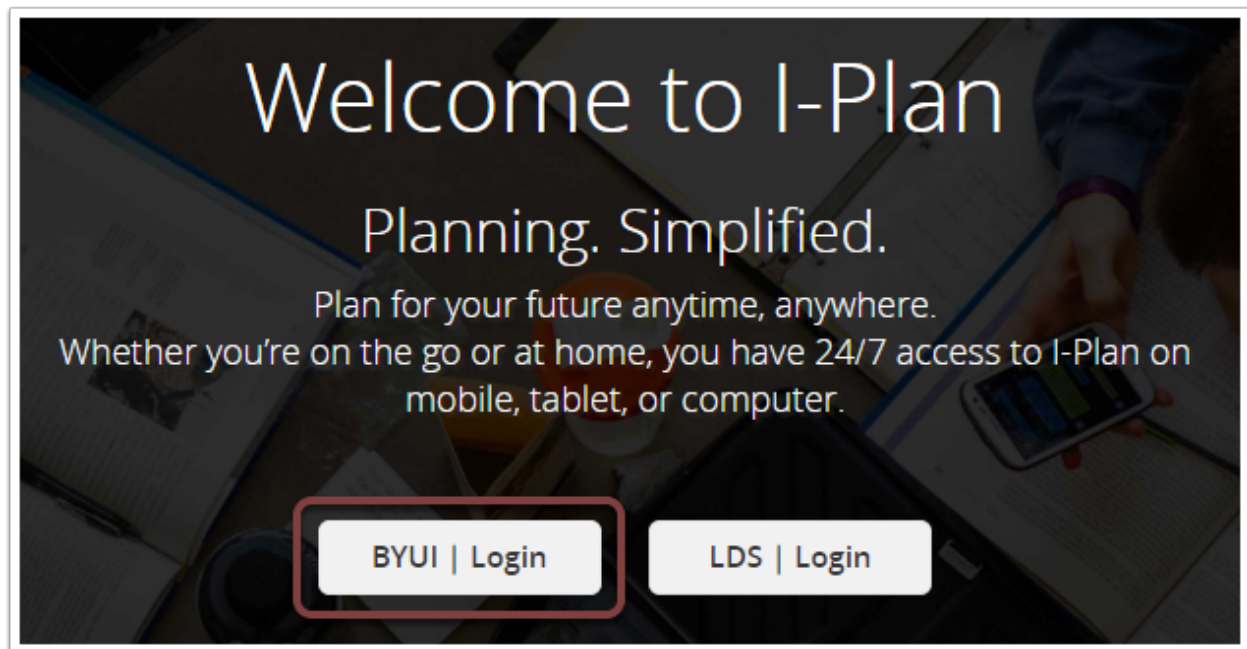
- Visit <https://www.byui.edu>
- Click the Sign In button in the upper right-hand corner of the page
- Log in using your BYU-Idaho username and password

Access I-Plan

BYU-Idaho Online Knowledgebase



- Click the I-Plan link in the Academic Resources section on the left-hand side of the page in the Home tab
- When redirected to the I-Plan login page, click the BYUI | Login button



- After clicking the BYUI | Login button, you will be taken directly to the I-Plan dashboard

*You can also access I-Plan by going to iplan.byui.edu

