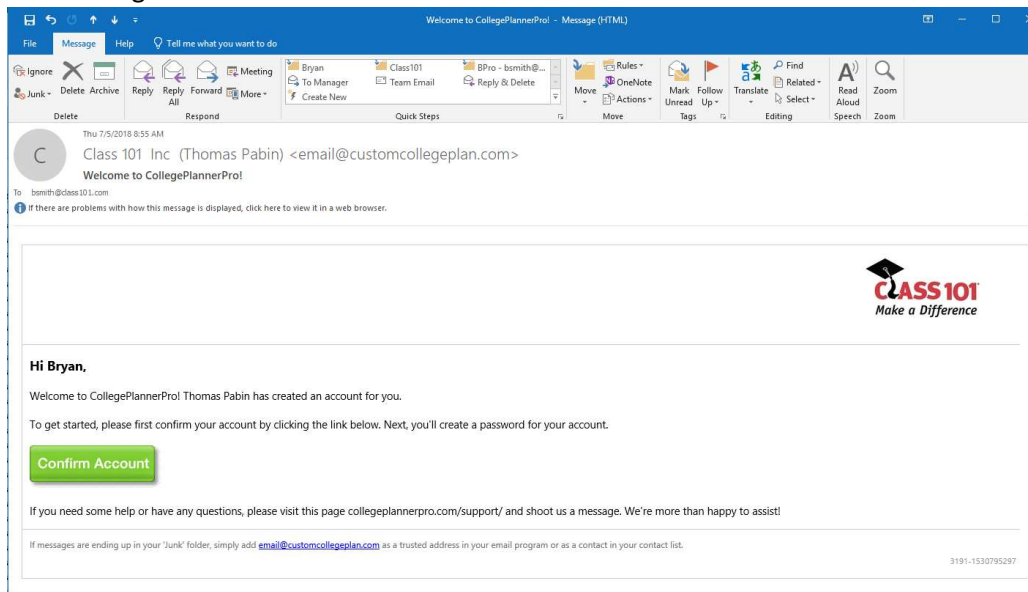




Initial login to College Planner Pro

1. You will be sent an email invitation to CPP.
2. Select the green button to Confirm Account





3. On the next page, enter your ZIP code, choose your Country and your time zone. Then select your password.

Welcome to CollegePlannerPro

Hi Bryan, your account has been confirmed.
Please verify the following information and create your account password.

Postal Code (ZIP):

Country:

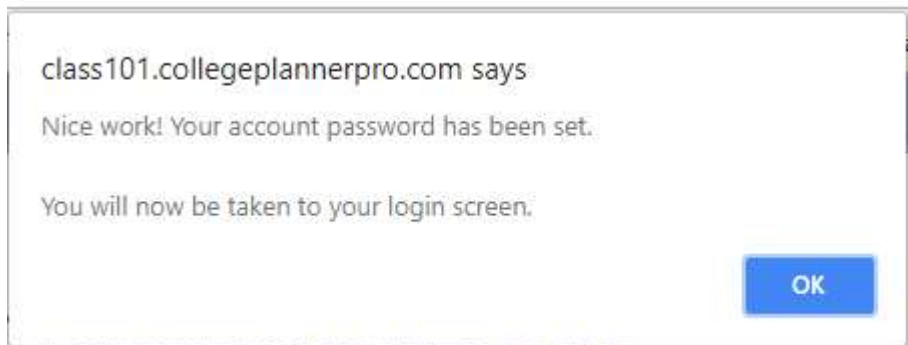
Timezone:

Select a password:

Confirm password:

Make it secure.
Passwords should be at least 8 characters and include letters, numbers and a symbols.

4. Next, you should receive the following message:





5. At the login screen, enter your Email and the Password you just set up.



Good morning

Email

Password

[Forgot my password](#)

Login





6. Once you have logged in, you will see the CPP dashboard screen. Be sure the URL you have logged into is <https://class101.collegeplannerpro.com>

The screenshot displays the CLASS 101 dashboard in a web browser. The address bar at the top shows the URL <https://class101.collegeplannerpro.com/dashboard/>, which is circled in red. The dashboard header includes navigation tabs for Dashboard, Contacts, Students, Broadcast, Calendar, and Colleges, along with a user profile for Bryan Smith and search, help, and logout options. The main content area is titled 'My Dashboard' and features several sections: 'My To-Do Items' with a callout 'To-do items can be crossed-off', 'Upcoming Contact/Status' with a callout 'Reorder with a simple drag/drop', 'Monthly Active Students' with a callout 'Reorder with a simple drag/drop', and 'Upcoming/Faculty Checklist Items'. A 'Knowledge Base' pop-up is overlaid on the right side, and a 'Help' button is located at the bottom right of the dashboard.