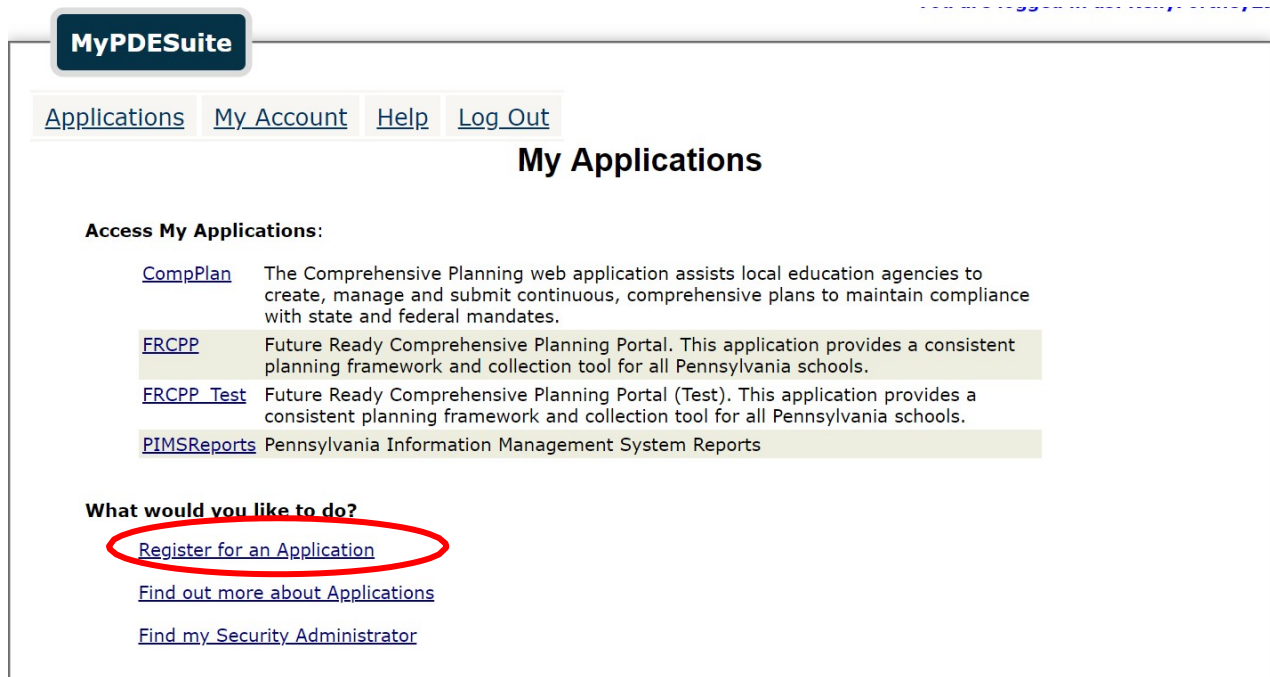
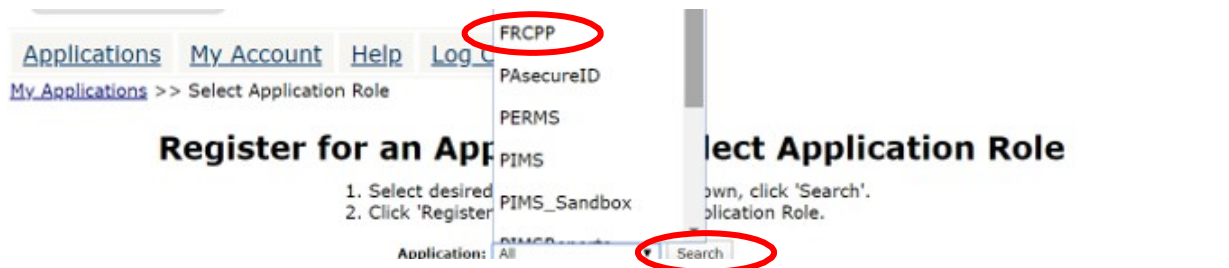


Accessing the Future Ready Comprehensive Planning Portal and Gaining Access to LEA and School Plans

1. Click “Register for an Application”



2. Use the “Application” dropdown to select FRCPP and then click “Search”



3. Select "Register" next to the LocalUserAdmin Application role.

Register for an Application: Select Application Role

1. Select desired Application from dropdown, click 'Search'.
2. Click 'Register' next to the desired Application Role.

Application:

Application	Role	Description	
FRCPP	LocalUser	FRCPP user at the local level.	Register
FRCPP	LocalUserAdmin	Allows user to add a new user to their agency, add agency access to an existing user within the system, remove a user's agency access, and adjust agency user roles.	Register

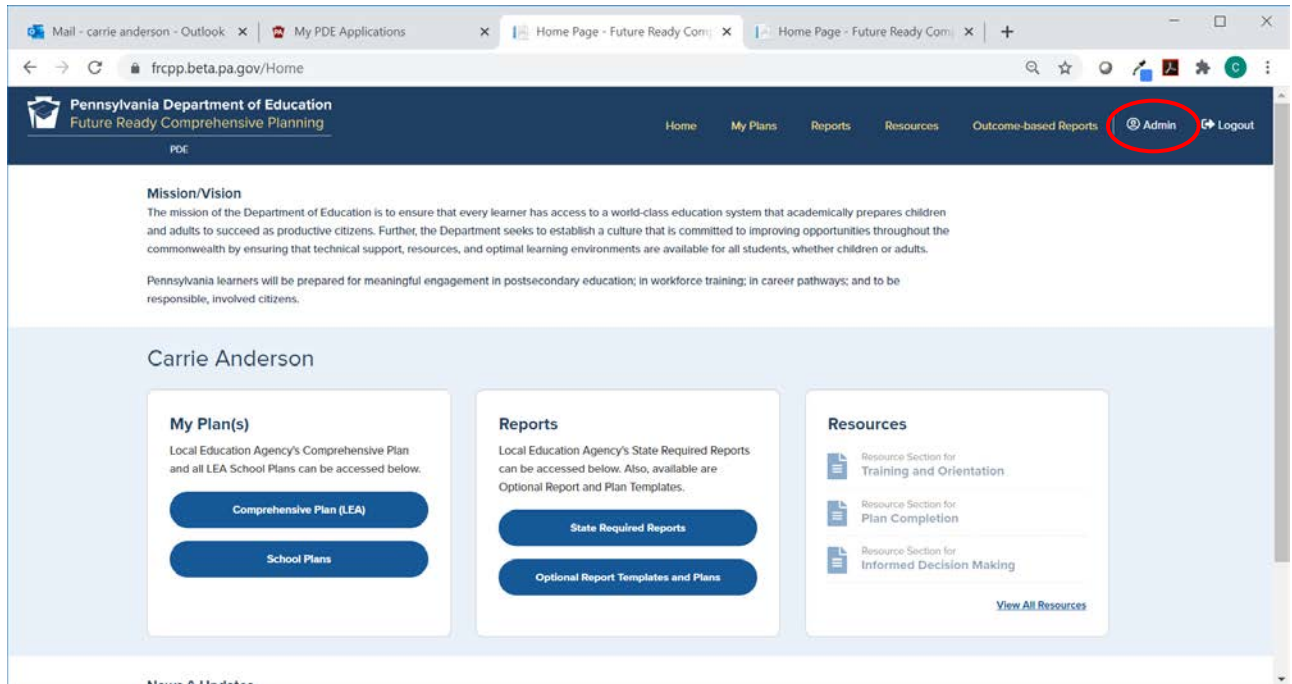
4. If your LEA is not automatically listed enter the LEA's name into "Search by keyword(s)" and click "Search".

Search by keyword(s): AUN:
Category: County:

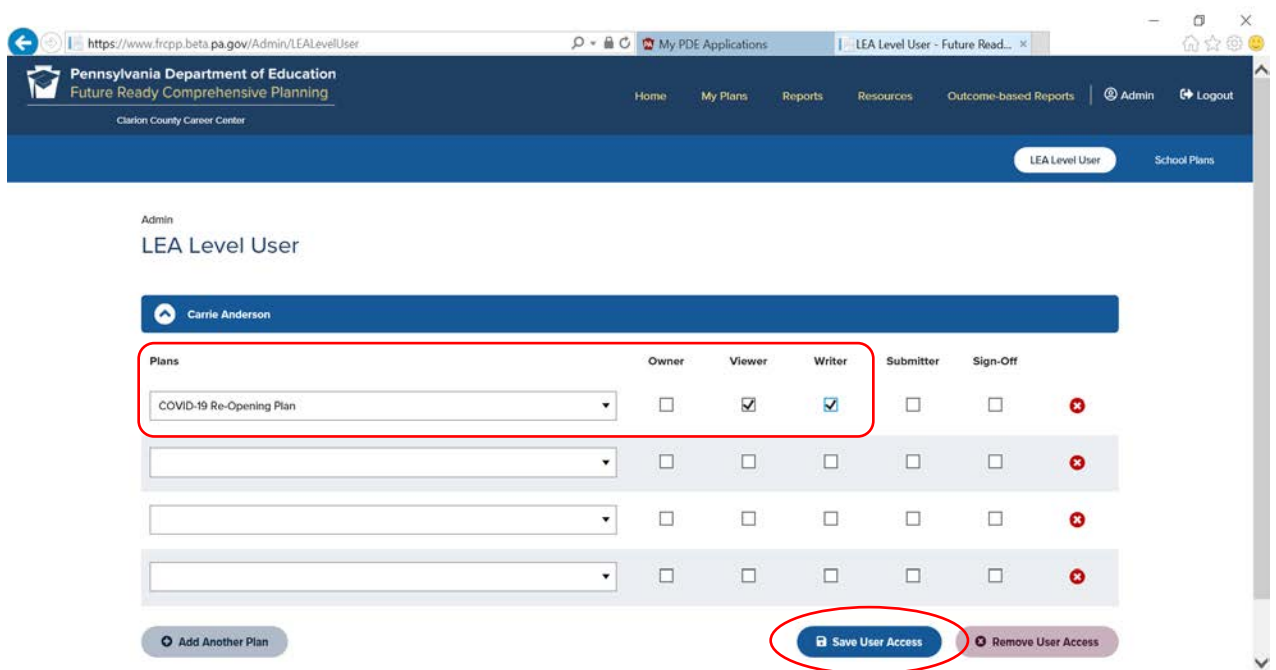
5. Select "Register" next to the LEA's name. Make sure you are registering at the LEA level (Branch Code 0000)
6. Once the FRCPP application is appearing under My Applications in the MyPDESuite, you will need to give yourself access to the Reopening Plan.

Gaining Access to the Reopening Plan in FRCPP

1. Click on the Admin button



2. Select the Reopening Plan from the drop-down menu and assign yourself Viewer and Writer access
3. Click on Save User Access



- Select Reports from the top blue header
- Click on Reopening Instructional Plans

The screenshot shows a web browser window with the URL <https://www.frcpp.beta.pa.gov/Reports/StateRequiredReports>. The page header is dark blue with the Pennsylvania Department of Education logo and text: "Pennsylvania Department of Education", "Future Ready Comprehensive Planning", and "Clarion County Career Center". Navigation links include "Home", "My Plans", "Reports" (circled in red), "Resources", "Outcome-based Reports", "Admin", and "Logout". Below the header, there are two tabs: "State Required Reports" (active) and "District (Optional) Reports". The main content area is titled "State Required Reports" with a help icon. It contains three report cards:

- Curriculum, Assessment, and Instruction Reports**
Last Accessed: 5/22/2020 10:16:25 AM
By: carranders
- Professional Development Plans**
Last Accessed: 5/28/2020 7:10:34 PM
By: c-amuir
- Reopening Instructional Plans** (circled in red)
Last Accessed: 1/1/1900 12:00:00 AM

The footer includes the Pennsylvania Department of Education logo, copyright information "Copyright © 2020 Commonwealth of Pennsylvania", and links for "Site Navigation/Resources", "Contact Us", and "Site Map".