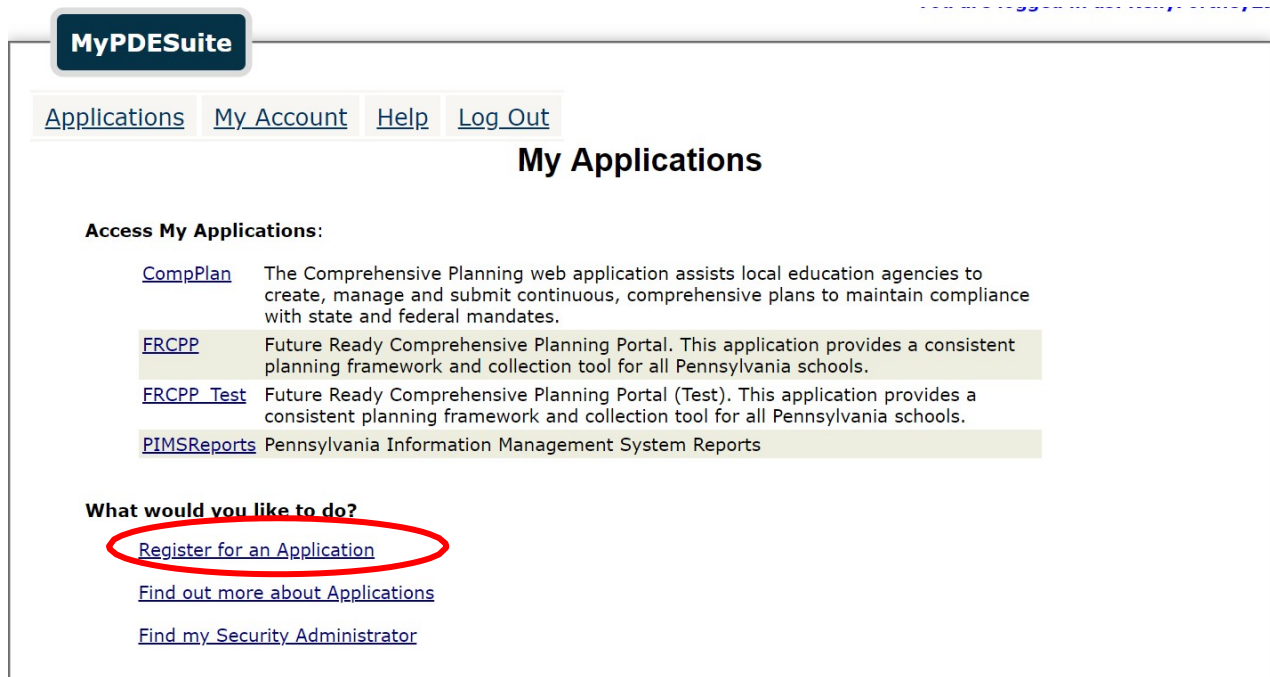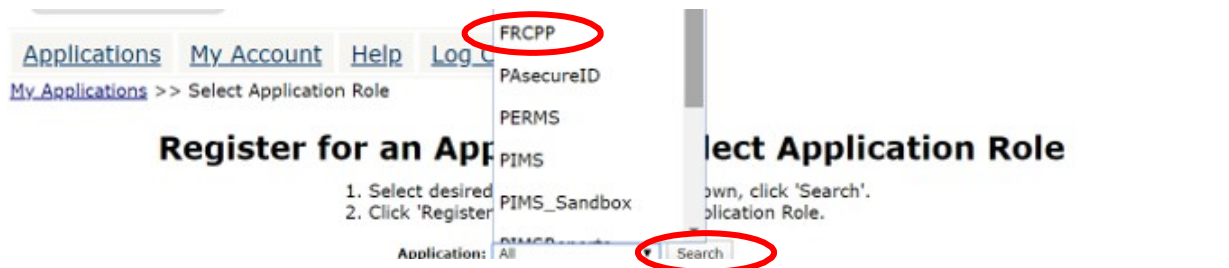# Accessing the Future Ready Comprehensive Planning Portal and Gaining Access to LEA and School Plans

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: FRCPP ▼ Search

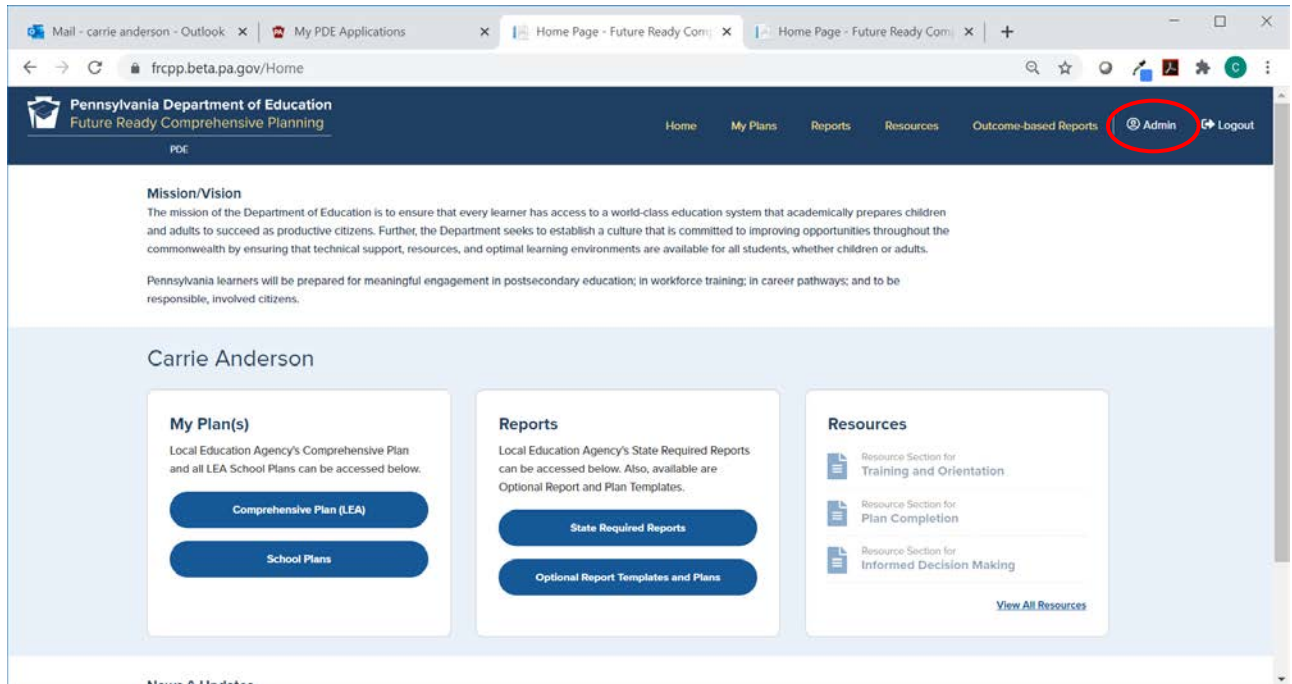| Application	Role	Description	
FRCPP	LocalUser	FRCPP user at the local level.	Register
FRCPP	LocalUserAdmin	Allows user to add a new user to their agency, add agency access to an existing user within the system, remove a user's agency access, and adjust agency user roles.	Register

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:** [____]   Search   Reset
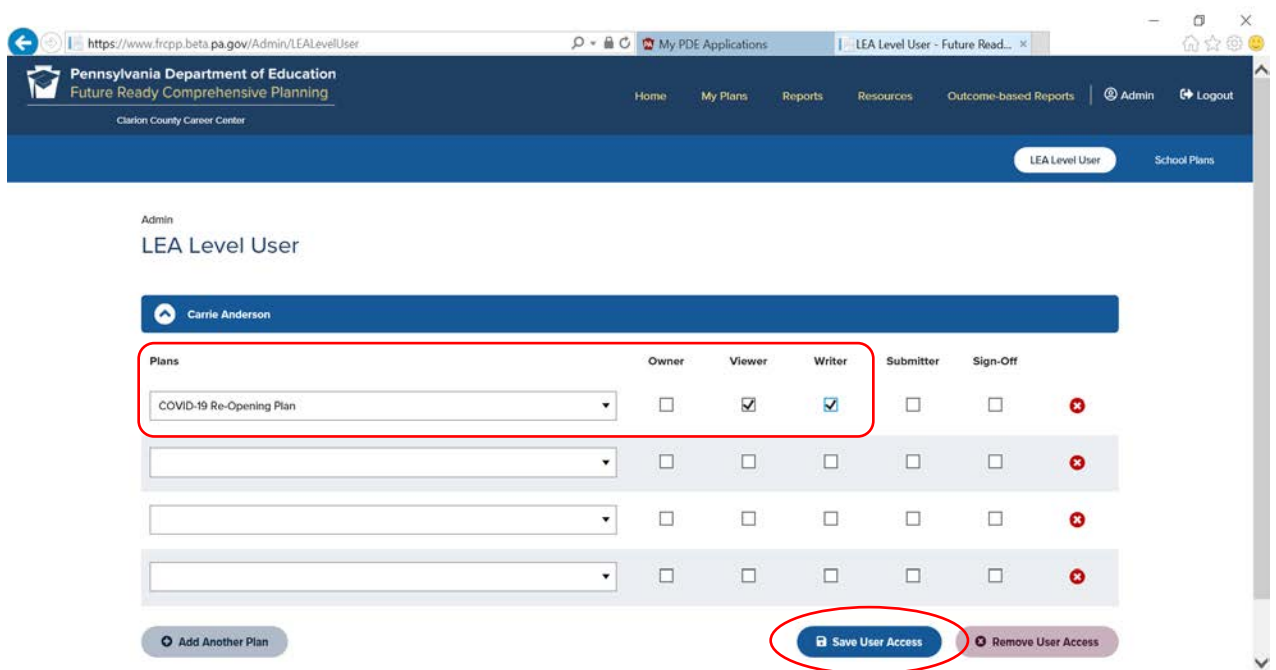**Category:** All ▼ **County:** All ▼

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