



## QUICK REFERENCE GUIDE FOR STUDENTS

CREATE A PLAN OF STUDY WITH [RUPREARE.ND.GOV](http://RUPREARE.ND.GOV)

To create an individual career and academic course plan, log in to [RUPreare.ND.gov](http://RUPreare.ND.gov) (see additional instructions at [www.nd.gov/cte/crn/FAQs/](http://www.nd.gov/cte/crn/FAQs/) to learn more about creating or accessing accounts). Follow the instructions below or see your school counselor for additional information.

### HOW TO ACCESS YOUR ACCOUNT (FIRST TIME USERS)

1. Go to [RUPreare.ND.gov](http://RUPreare.ND.gov).
2. In the **Sign In** section, enter your Portfolio Name and Password as follows:
  - **Account Name:** nd.lastname.firstname.mmddyyyy (e.g., nd.doe.john.11221999)
  - **Password (Your Birthdate):** mmddyyyy (e.g., 11221999)

You will be prompted to change your password the first time you sign in.

3. Be sure to remember your username and password! Consider writing them down somewhere safe.
4. Click on **Sign In** – and start using [RUPreare.ND.gov](http://RUPreare.ND.gov)!

### HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to [RUPreare.ND.gov](http://RUPreare.ND.gov)
2. Enter your Account Name and Password under **Sign In**.
3. Click the **Sign In** button.

### GET STARTED CREATING A PLAN OF STUDY

Follow these steps to develop a 4 year plan of study:

1. Click on the **High School Planning** tab at the top of the page
2. Click on **Your Plan of Study**
3. Click on **Create your course plan**
4. You will have several options to choose from when creating your course plan:

Click on one of the options under **Local Programs of Study** to use the plan that was developed at your school or district (not all schools will have created this local plan). Go to #5.

**OR**

Click on one of the **Recommended Programs of Study by Career Cluster or Pathway** by selecting a career cluster that best matches your interests. You will be asked to confirm your choice by clicking on **Build your plan with this program of study**. Go to #5.

**OR**

Click on **Create a plan of study from scratch**. You will be asked to confirm your choice by clicking on **Build your plan with this program of study**. Go to #5.

5. Choose the **Graduation Requirements** that you want to follow. These may include North Dakota plans

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that were created at the state level or graduation plans developed by your school or district. Click on **Choose this set.**

6. Personalize this plan by adding as much of the information as you know about Programs and Colleges of interest to you.
7. If you have chosen a plan that is partially filled for you, it means that those courses are recommended; either based on the chosen cluster or graduation requirements of the state or school. Review those courses and make adjustments as follows:

**To add a course**, click on the appropriate box for the subject and grade level. Choose a course from the drop down menu or Enter a course name. Be sure to enter the credit value and status and then click on **Add Course**.

You will not have the option of deleting the courses that are recommended but you can make changes to or delete courses you have added to the plan.

8. If you have chosen to start from scratch, add the courses as follows:

**To add a course**, click on the appropriate box for the subject and grade level. Choose a course from the drop down menu or Enter a course name. Be sure to enter the credit value, status and click on **Add Course**.

9. Once you have completed this plan of study, you can go back and create as many additional plans as you wish. Sometimes this is done in order to compare various options. For instance, you may be interested in comparing what a plan would look like for you if you entered the requirements and your elective choices for two different career clusters.
10. There are two features that are important for you to note upon completion of your plan:

**Submit for approval** – The person working with you to create your plan of study (counselor, teacher, career advisor) may ask you to submit this plan for approval. They are then able to see the plan and assist you in making changes or to let you know that you have developed a plan that meets all of the school requirements.

**Parent/Guardian Reviews and Comments** – You can invite a parent/guardian to review your plan OR send it to your parent/guardian to review. Some schools require this step and sometimes it is optional. If you share this with your parent/guardian, they will be able to assist you in reviewing your plans and preparing for your future.

**Review and revise this plan of study at least once each year in order to be on track for graduation and prepared for your next level of education.  
Good Luck!**