

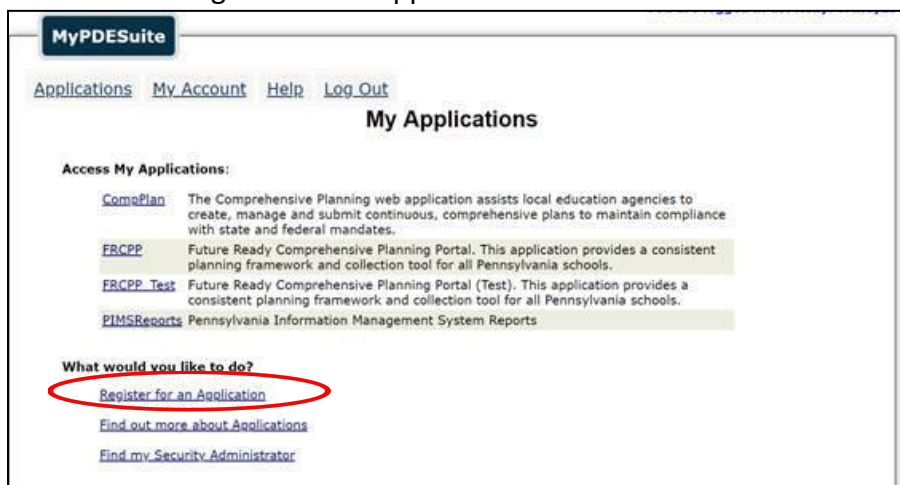
Accessing the Future Ready Comprehensive Planning Portal (FRCPP) and Gaining Access to LEA and School Plans

Before you begin, ensure that the Chief Administrator information is correct in EdNA and that all central office and school staff who will be working on the Comprehensive Plan and/or school plans have created a new Keystone login.

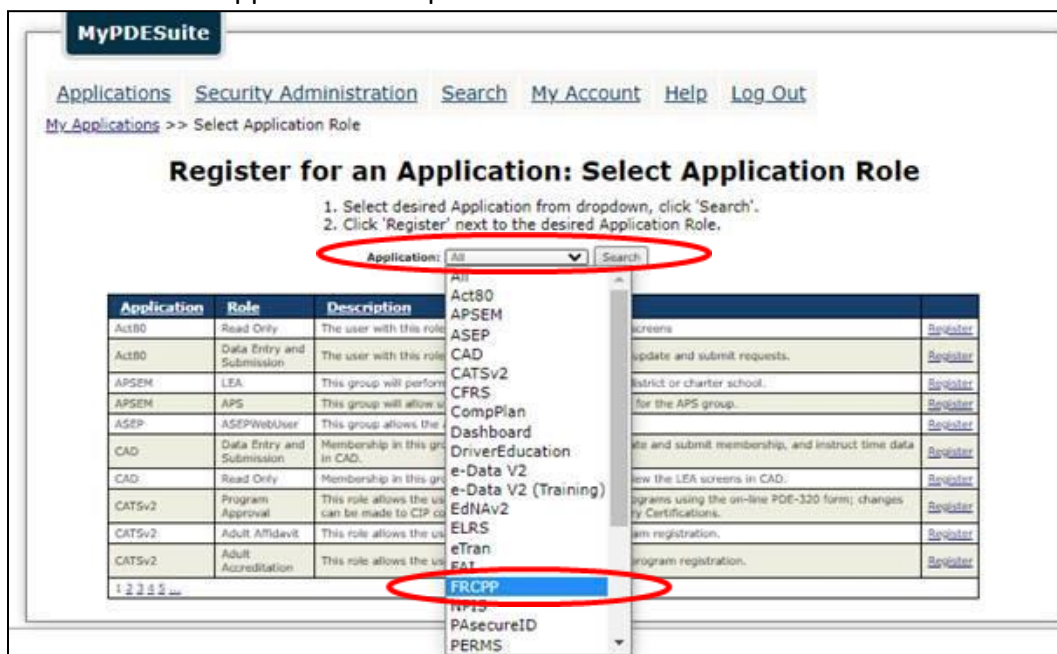
- If you need to update your information in EdNA, please click [here](#).
- If you need to create a Keystone Login Account, please click [here](#).
- If you need to migrate your PDESuite roles, please click [here](#).

You will now need to register for the FRCPP application in MyPDESuite.

1. Login to MyPDESuite.
2. Click “Register for an Application.”



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



4. Select “Register” next to the desired Application role.
 - a. Users will have 2 options for roles within the FRCPP – LocalUser and LocalUserAdmin.

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

- b. Users can only register for 1 role or the system will not allow for sign-off and submission of plans.
- c. Users who will be responsible for assigning plans and rights to users within the district should be the only ones to register as LocalUserAdmin and they will need to register at the district level (branch 0000).
- d. Users should register as a LocalUser at the district level (branch 0000) if they need to have the ability to upload documents, sign-off and submit a plan or view/work on other plans in the district.
- e. Users should register as a LocalUser for their individual school if they only need to sign off on their own school plan and do not need to be able to submit it, view/work on any other plans in the district.

Not sure what role to choose? Use this [flowchart](#) to help.

5. In the “Search by keyword(s)” box, the user can type in a keyword or the AUN and then click on “Search.”
6. A list of options will be displayed. The user should click on “Select” next to the correct school name or district name.

Search by keyword(s) Capital		AUN:	Search	Reset
Category: All	County: All			

AUN	Branch	Institution Name	County	Category	
115000000	0000	Capital Area IU 15	Cumberland	Intermediate Unit	Select

7. On the following screen click, “Register.”

Register for an Application: Register

1. If satisfied click 'Register', if not click 'Cancel'.

UserID:
 Name:
 Application: FRCPP
 Role: LocalUser
 Institution: Capital Area IU 15
 AUN: 115000000

Register	Cancel
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- This will generate an email to the Local Security Administrator (LSA) for the district who will need to approve the request. Once the request is approved, the user will see the FRCPP application on the landing page when he/she logs into MyPDESuite.

My Applications

Access My Applications:

[CompPlan](#) The Comprehensive Planning web application assists local education agencies to create, manage and submit continuous, comprehensive plans to maintain compliance with state and federal mandates.



[FRCPP](#) Future Ready Comprehensive Planning Portal. This application provides a consistent planning framework and collection tool for all Pennsylvania schools.

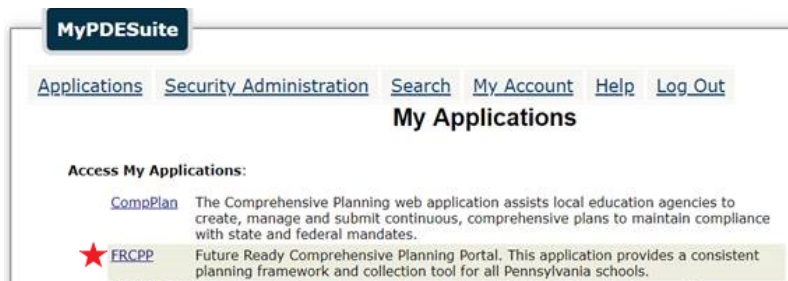
Part II: Assigning Plans and Rights to Users

The LocalUserAdmin for the district needs to assign users to the plans they need access to along with the rights they need to those plans in the FRCPP through the “Admin” tab.

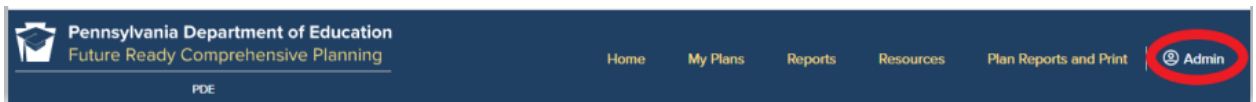
If you are the LocalUserAdmin, please follow the steps outlined below to assign plans and rights to users.

Note: You will also need to assign yourself to any plans you need access to along with the rights you need to those plans.

- Launch the FRCPP application from MyPDESuite.



- Within the portal, along the top blue banner, click on the “Admin” button.



- In the LEA Level User Section, find your name in the blue banner and assign yourself to any plans you need to contribute to and then assign yourself the rights to those plans by checking the appropriate boxes. Before to click save when you’re done.

Future Ready Comprehensive Planning
Milkin County ISD

Home My Plans Reports Resources Outcome-based Reports Admin Logout

Link Level User School Plans

Admin
LEA Level User

Any user who has been assigned at the LEA level will appear on the LEA lever user page.

For each user select the plan or plans they will need access to and the role they will have in that plan

You can remove users from individual plans by clicking on the delete button at the end of the plan row. You can also completely remove all user access by selecting Remove User Access at the bottom

If you need to add additional plans, select Add Another Plan

Remove User Access

Plans	Owner	Viewer	Writer	Submitter	Sign-Off	
Comprehensive Plan	☒	☐	☒	☒	☐	X
High School Graduation Requirements (Act 158)	☐	☒	☐	☐	☐	X
Brookside Mills El Sch	☐	☒	☐	☐	☐	X
Milkin Co HS	☐	☐	☒	☐	☐	X

Add Another Plan

Remove User Access

LEA Level User

Plans	Owner	Viewer	Writer	Submitter	Sign-Off	
Comprehensive Plan	☒	☐	☒	☐	☐	X
	☐	☐	☐	☐	☐	X

* If you are responsible for multiple schools or all schools in your LEA you can select the "All Schools" option from the dropdown list.

4. If you are also the person in charge of the plan and need to upload the Board Approval document, you should select "Owner" as well. Each plan should only have 1 owner.
5. Follow the same process for each user by assigning him/her to the appropriate plan(s) using the dropdown menu, and then click the checkboxes to assign rights. Be sure to save after each update!
 - a. Any user who applied for individual school level access will appear on the "School Plans" tab in the "Admin" section.

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Home My Plans Reports Resources Outcome-based Reports Admin Logout

Link Level User **School Plans**

Admin
School Plans

Users that were given access to schools in MyFRCPP will appear under the school to which they were assigned. If no users have been assigned roles to the school a statement indicating that appears under the school name

If you need to delete a user from a school plan you can do so by clicking on the delete button at the end of the row.

Owner (Select only one) Viewer Writer Signature

Currently, there are no users assigned to this school. Please see the How-To Guide: Adding Application Roles for the Future Ready Comprehensive Planning Portal (FRCPP).

- b. You will notice that users on the "School Plans" side of the FRCPP do not have the right to submit a plan, so someone else will need to do that for the user.