

**College of Engineering,  
Technology, and Computer  
Science**

---

Purdue University Fort Wayne

**Online Plan of Study  
Primer**

**Version 1**

### Revision Summary

1

Change:

Rationale:

---

## ONLINE PLAN OF STUDY GENERATOR

The Online Plan of Study Generator is available via the *myPurdue* portal. You will login with your Purdue Career Account username and password. If you do not know this information, follow step 1 below, otherwise proceed with step 2.

- Step 1: Activate your Purdue Career Account (if required)
  - Go to <https://go.pfw.edu> and select the *Student Employment* tab
  - Locate your Purdue ID (PUID) and **Purdue Login (Career Account)** information
  - Contact Information Technology at Purdue (ITaP) via [1-765-494-4000](tel:1-765-494-4000) to activate your career account
  
- Step 2: Create a Plan of Study
  - Go to <https://mypurdue.purdue.edu/> and login with your Purdue Career Account username and password
  - Choose the *Academics* tab
  - Look for the section titled “Graduate School”, and click on the link named *Graduate School Plan of Study*
  - You will need to again login with your Purdue Career Account credentials
  - Click on the ***Plan of Study Generator*** link
  - Click on the ***Create New Plan of Study*** link
  - Fill out the information and continue through the initial pages
  - Follow the below steps to fill our all required sections
  
- Complete the *Student and Degree Information* section
  - Enter all required information including if you are choosing the thesis option or not
  
- Click ***Process and Continue*** to move onto the next section (a checkmark next to *Student and Degree Information* indicates all necessary information was received)
  
- Complete the *Research Area and Concentration* section
  
- Complete the *Course Work* section
  
- Complete the *Advisory Committee* section
  - Use the ***Faculty Advisor Search*** to locate the Dept. Code and Faculty Identifier for the member you are trying to add.
  - Add the Dept. Code and Faculty Identifier to the form and click ***Add***. The remaining information will automatically be filled in.
  
- Complete the *Comments and Special Notes* section (not required)
  
- Chose an option to complete your session
  - Save without submit: simply saves the plan of study
  - Submit as draft: Submitted to the plan of study coordinator online for review
  - Submit as Final: Submitted to all reviewers and proceeds through the approval process