



For a more detailed introduction to the system and how it works, visit the online Handbook at: [www.s-cool.co.uk/planithandbook](http://www.s-cool.co.uk/planithandbook).

The 'live' student site address is: [www.s-cool.co.uk/planit](http://www.s-cool.co.uk/planit)

The 'live' Supervisor Area address is: [www.s-cool.co.uk/planit/teacher](http://www.s-cool.co.uk/planit/teacher)

### 1 Really quick start:

If you are running a Plan-it IT session you need to:

- Have a password for each student
- Have *your* password for the Supervisor Area
- Know how to use Forgotten Password and Create New User functions
- Be able to briefly explain what Plan-it does
- Tell students how far they are expected to go through the system during the session

### 2 Plan-it in Overview

Plan-it takes young people through a three-stage planning process:



### 3 Forgotten Password Function:

- A student logs into the 'live' site: [www.s-cool.co.uk/planit](http://www.s-cool.co.uk/planit)
- The student clicks on '**Find my password**'
- The student enters their first name, surname and date of birth
- Teacher enters *their own* surname and password
- Student completes registration process

### 4 Create New User Function:

- Follow steps 1 – 3 as for Forgotten Password – system will not be able to find them and will offer 'Create New User Account'
- Student enters required information
- Teacher enters *their own* surname and password