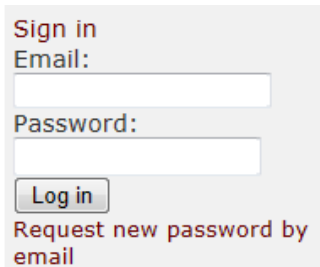


Personal Plans to Invest – 2013 ***NOTE Rollover vs Archive IMPORTANT****

- 1) Log into the Planning and Reporting system. <http://lmp.rs.net/index.cfm>

If you have forgotten your password, click “Sign in” on the left.



Click “Request new password by email”

- 2) You will received a message from Stephen Judd (please do not reply to this email, just follow the instructions)
Once you have successfully logged into the system, you will have the following options for beginning the 2012 Plan to Invest process. A list of your 2011 Plans will be listed. You will notice the 2 options ‘Rollover | Archive’.

Plans to rollover: (2012 - Final) [Rollover](#) | [Archive](#)

a) **BE SURE THIS IS ADVISED BY YOUR WORK TEAM LEADER!** Rollover means that you can rollover what you had in 2012 and “Update” for 2013. Please be aware that Plans of Work were definitely “reworked” so you need to take an extra look under “Outcomes and Outputs”, be sure identify what relates to your work and relate it to your personal Plans. If you are unclear on any of the selections, please contact your Program and/or Work Team leaders for clarification.

b) Archive means exactly that you want to ‘retire’ the plan and start from scratch. If you select this option please be aware that even I can’t ‘revive’ the plan. Be sure this is what you would like to do beforehand.

- 3) You will see the option to add an additional year and other default options, **keep all of the defaults and click “Submit”**

Rollover plan : HDFS - Human Development - Bob Fetsch (2011)

Plan: HDFS - Human Development - Bob Fetsch (2011)

Plan years: 2011,2012,2013,2014,2015

Plan History	
Date	Person
05/13/2011	Created by Robert Fetsch
05/13/2011	Approved by Robert Fetsch

New plan options:

Add next year (2016)

Copy values forward

Edit plan after submission

- 4) This will automatically take you into the draft mode of the Plan. Using the left hand navigation you can update the information within your own Plan to Invest (PTI) to fit your specific situation for 2013.

If you see this message (below) on ANY of the edit screens, that indicates that information that was presented in 2012 NO LONGER EXISTS for 2013 and CANNOT be used this year!

Some item(s) were removed when this plan was rolled over, because they're no longer active:
[Show details](#)

- 5) Most Work Team Plans had a lot of changes so please take careful note within the Outcome and Output sections (see note above). You may find that removing all of last years’ Outcomes and Outputs will be easier for you to begin the process.

Contact your Work Team and/or Program Area leaders for specific program questions.

NOTE: All additional help documents are located at: <http://www.ext.colostate.edu/cprs/>