

## 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.”

**MyPDESuite**

[Applications](#) [My Account](#) [Help](#) [Log Out](#)

### 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.
- [FRCPP\\_Test](#) Future Ready Comprehensive Planning Portal (Test). This application provides a consistent planning framework and collection tool for all Pennsylvania schools.
- [PIMSReports](#) Pennsylvania Information Management System Reports

**What would you like to do?**

- [Register for an Application](#)
- [Find out more about Applications](#)
- [Find my Security Administrator](#)

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

**MyPDESuite**

[Applications](#) [Security Administration](#) [Search](#) [My Account](#) [Help](#) [Log Out](#)

[My Applications](#) >> Select Application Role

### Register for an Application: Select Application Role

1. Select desired Application from dropdown, click 'Search'.  
2. Click 'Register' next to the desired Application Role.

Application:  Search

Application	Role	Description	
Act80	Read Only	The user with this role	<a href="#">Register</a>
Act80	Data Entry and Submission	The user with this role	<a href="#">Register</a>
APSEM	LEA	This group will perform	<a href="#">Register</a>
APSEM	APS	This group will allow u	<a href="#">Register</a>
ASEP	ASEPWebUser	This group allows the u	<a href="#">Register</a>
CAD	Data Entry and Submission	Membership in this gr	<a href="#">Register</a>
CAD	Read Only	Membership in this gr	<a href="#">Register</a>
CATSv2	Program Approval	This role allows the us	<a href="#">Register</a>
CATSv2	Adult Affidavit	This role allows the us	<a href="#">Register</a>
CATSv2	Adult Accreditation	This role allows the us	<a href="#">Register</a>

1 2 3 4 5 ...

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.	<a href="#">Register</a>
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.	<a href="#">Register</a>

- 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)  AUN:

Category:  County:

AUN	Branch	Institution Name	County	Category	
115000000	0000	Capital Area IU 15	Cumberland	Intermediate Unit	<input type="button" value="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

- 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  
Mills County SD

Home My Plans Reports Resources Outcome-based Reports Admin Logout

LEA 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

Plans

Plans	Owner	Viewer	Writer	Submitter	Sign-Off
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High School Graduation Requirements (Act 158)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brooks Mills El Sch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mills Co HS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Another Plan Remove User Access

Plans

Plans	Owner	Viewer	Writer	Submitter	Sign-Off
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* 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.

Future Ready Comprehensive Planning  
Mills County SD

Home My Plans Reports Resources Outcome-based Reports Admin Logout

LEA Level User School Plans

Admin  
School Plans

Users that were given access to schools in MyFDCSuite 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.

School Plans

Indian Valley Interest Sch

School Plan Type: Tab 1 Assigned Completion Date: 12/1/2016

User Name: sarsid1001@sarsid1001

Owner (Select only one)	Viewer	Writer	Signature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remove User Access

Indian Valley Interest Sch

School Plan Type: non-Designated Assigned Completion Date: 12/1/2016

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.