

## ENTERING THE INDIVIDUAL DEVELOPMENT PLAN (IDP) IN THE STUDENT INFORMATION SYSTEM (SIS)

### NAVIGATION

1. Click **NavBar**.
2. Click **Main Menu**.
3. Click **Student Information System**.
4. Click **Records and Enrollment**.
5. Click **Enroll Students**.
6. Click **Student Milestones**.

### INDIVIDUAL DEVELOPMENT PLAN

1. Look up a student by UFID. Click **Search**

**Student Milestones**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

ID: begins with

Academic Institution: =

Academic Career: =

Academic Program: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

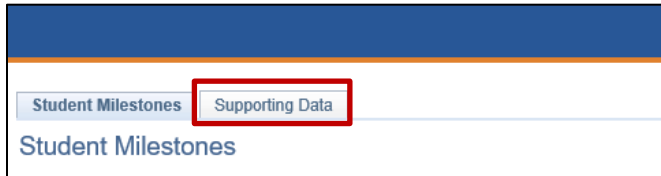
First Name: begins with

Include History  Case Sensitive

2. Click on any field in the **Search Results** table to view the student's milestones.

ID	Academic Institution	Academic Career	Academic Program	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
12341234	UFOR	GRAD	GRAGL	Ding,B	Male	**/**/****	(blank)	*****	USA	SSN			DING	BILL
12341234	UFOR	GRAD	GRLAS	Ding,B	Male	**/**/****	(blank)	*****	USA	SSN			DING	BILL

- Click the **Supporting Data** tab.



- Locate the **Individual Development Plan (IDP)** milestone and select **Enter Data**.

Milestone Nbr	Milestone	Academic Plan	Access	Enter Data
20	GRQUALEX Graduate Qualifying Exam	AGB_PHD Agricultural & Biological Eng	<input type="checkbox"/>	Enter Data
50	GRFINALEX Graduate Final Examination	AGB_PHD Agricultural & Biological Eng	<input type="checkbox"/>	Enter Data
70	IDP Individual Development Plan	AGB_PHD Agricultural & Biological Eng	<input checked="" type="checkbox"/>	Enter Data

Buttons: Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History

- Click on the **Calendar icon** to select the date the Supervisory Committee Chair/Graduate Coordinator met with this student for the annual review of the student's IDP.

**IDP Supporting Data**

**Subplans**

Academic Sub-Plan	Description
1	

The Supervisory Committee Chair met with this student for the annual review and update of the student's individualized

Review Date:

- Select the **Date** and select **Save**.

**Selected Milestone**

Milestone Nbr: 70 Milestone: IDP Individual Development Plan

**IDP Supporting Data**

**Subplans**

Academic Sub-Plan	Description
1	

The Supervisory Committee Chair met with this student for the annual review and update of the student's individualized Development

Review Date:

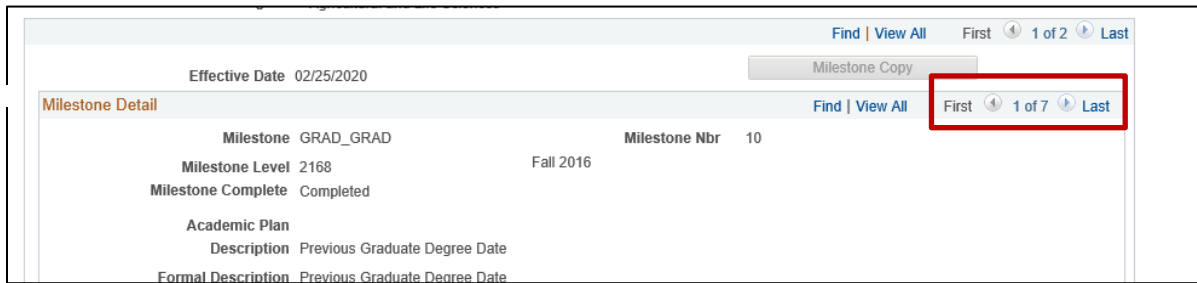
Calendar: February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

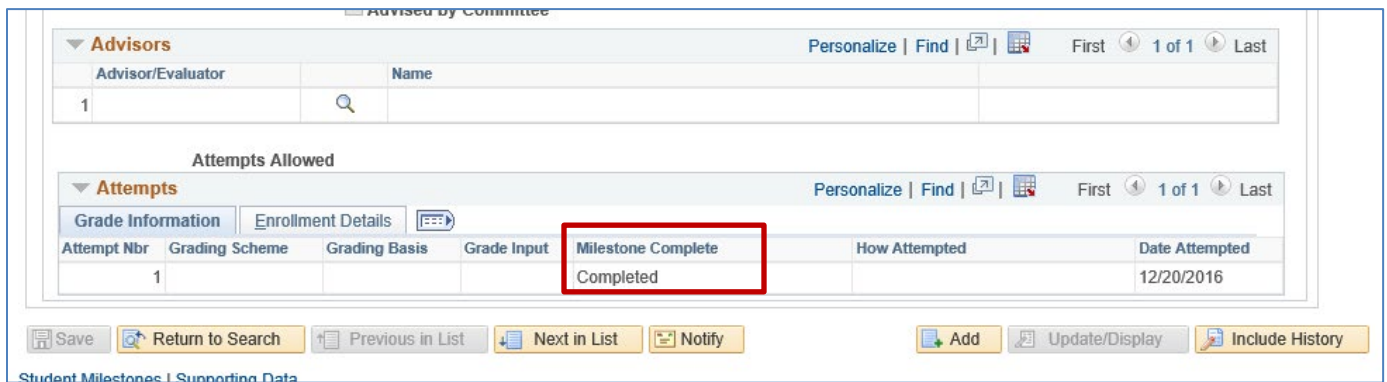
Buttons: Save, Return to Search, Current Date, Notify

**Note:** After clicking the save button the user will automatically be returned to the Student Milestones page where they can use the arrow buttons to navigate to the appropriate milestone to verify that the information was entered correctly.

- Use the arrows to locate the **IDP milestone** and verify it was entered correctly. Select the right arrow to begin.



- Review the IDP information. Note that it is marked **“Completed”**.



## ADDITIONAL HELP

Further resources are available at:

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/>.

### Technical Help

UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

### Processes and Policies

Graduate School Data Management  
[graddata@ufl.edu](mailto:graddata@ufl.edu)