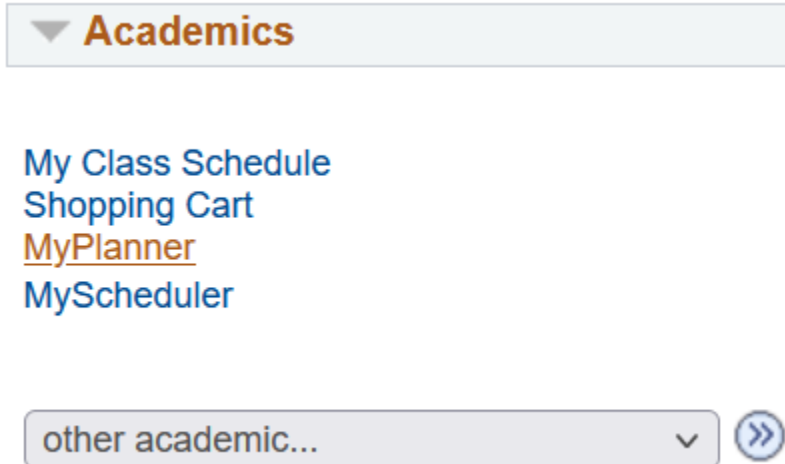


Steps for generating MyPlanner Report

Here are the steps for generating your MyPlanner Report:

1. Login to mySJSU
2. On the left hand side of the screen, click on MyPlanner under Academics.



3. You will get a message asking if you would like to generate your report. Click on Ok.
4. Your MyPlanner will be generated.
5. Once you generate your MyPlanner, there will be a tab saying "MyPlanner Report". Once you click on that, you can view your MyPlanner Report.
6. Once your MyPlanner Report is generated, use Ctrl+ P (on Windows) and Cmd+ P (on Mac) to save your MyPlanner as a pdf.
7. Now attach your MyPlanner to the DocuSign advising form using the attach file option on the bottom of the Advising form.

on this form is accurate.



8. Once you are done with that, you can send the DocuSign form.