You must have pop-up blockers disabled to open Schedule Planner.

**STEP ONE**

TWO WAYS TO ACCESS IN PEOPLESOFT

1. Self Service > Student Center > Schedule Planner link
2. Enrollment > Enrollment: Add Classes > Schedule Planner button

**STEP TWO**

You will be prompted for your Term and Campus when Schedule Planner opens. You can also edit them from the main page.

**STEP THREE**

On the Schedule Planner main page, navigate to Courses and click Add Course. Search for the courses you want to take or import them from the My Planner tab.

**Courses**

On the main page, navigate to Breaks and click Add Break.

**Breaks**

Select your desired courses and breaks and click Generate Schedules.

**Schedules**

If you have already registered for a class, it will display in the Shopping Cart on the main page. Check to include or exclude it from your schedule. THIS WILL NOT AFFECT YOUR ENROLLMENT.

Click View to see a schedule’s details.

To choose a schedule to send to PeopleSoft, click Send to Shopping Cart from the View screen.

**STEP FOUR**

From PeopleSoft, return to the Student Center > Enrollment and click on the Import Cart button to bring over the classes from Schedule Planner.

**COMPLETE YOUR ENROLLMENT IN PEOPLESOFT**

Click Next for each class from Schedule Planner that you wish to register for. From the Register and agreement to pay (Promissory Note) screen, click Accept Terms and Register.

The next screen, View Results, will show the status of your enrollment in the courses.

Enrolled in a lab or recitation and want to change sections? Drop the lab/recitation and its lecture in PeopleSoft before clicking Send to Shopping Cart in Schedule Planner, otherwise the Import Cart button will not display.

For Schedule Planner Training Videos and other resources visit: www.registrar.pitt.edu/schedule_planner.html