



## Downloading the Planning System

**NOTE:** Users must access the Planning System via an on-campus computer or remote desktop and must be logged in using their College username and password.

1. Navigate to the [Planning, Budgeting, and Assessment section](#) of the website.
2. Follow the instructions applicable to the browser you are using.

**NOTE:** Please only use one of the browsers listed below.

### Google Chrome and Microsoft Edge

- a. Click on the **Download Planning System** link.
- b. After the download is complete, locate the file (**Planning.mdb**) in your computer's **Downloads** folder.
- c. Move the file from your **Downloads** folder to your **Desktop**.

### Mozilla Firefox

- a. Click on the **Download Planning System** link.
- b. When the **Open Planning.mdb** dialog box appears, click on **Save File**, which will save the file (**Planning.mdb**) to your computer's **Downloads** folder.
- c. Locate the file in your **Downloads** folder and move it to your **Desktop**.

**NOTE:** Users who have never used Microsoft Access on their College computer or who have recently updated their version of Access may need to [adjust their macro settings](#) prior to using the Planning System.