

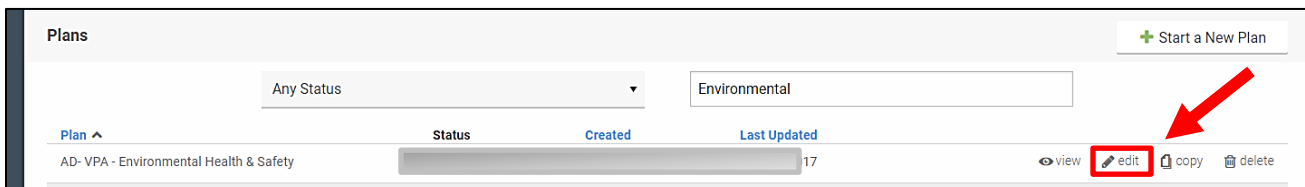


## Annual Continuity Plan Review: Sign-off Instructions

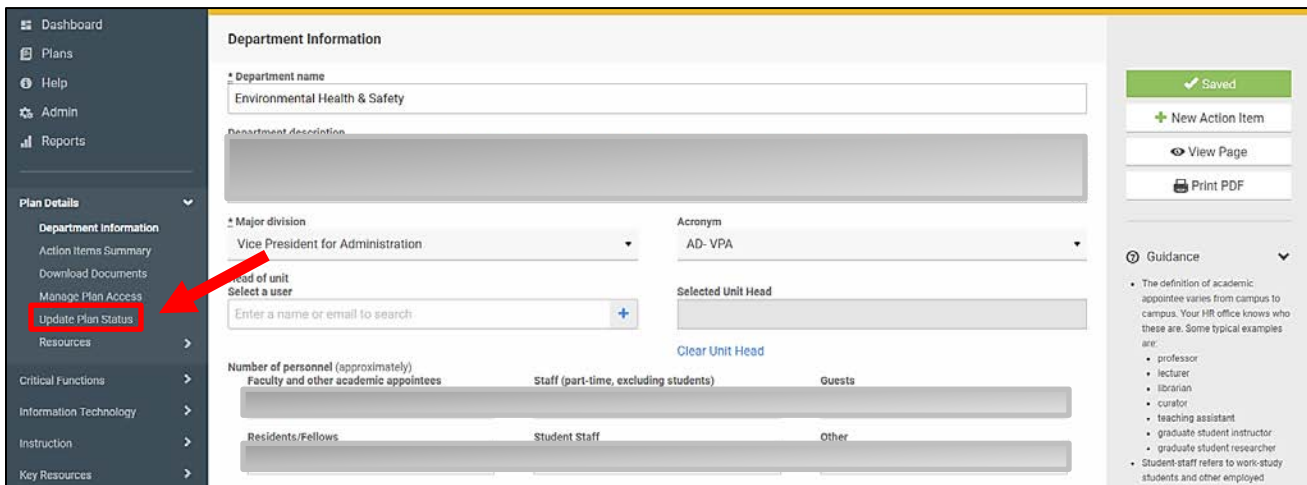
Below are the instructions on how to sign-off on a Continuity Plan through the Continuity Planning Tool. Annual Reviews are can only be considered completed if your Continuity Plan has been signed off. Continuity Plans can only be signed off by the head of a department or unit.

Please contact Courtney Spooner if you have any questions or problems signing off your Continuity Plan at [Courtney.spooner@utdallas.edu](mailto:Courtney.spooner@utdallas.edu) or 972-883-2368.

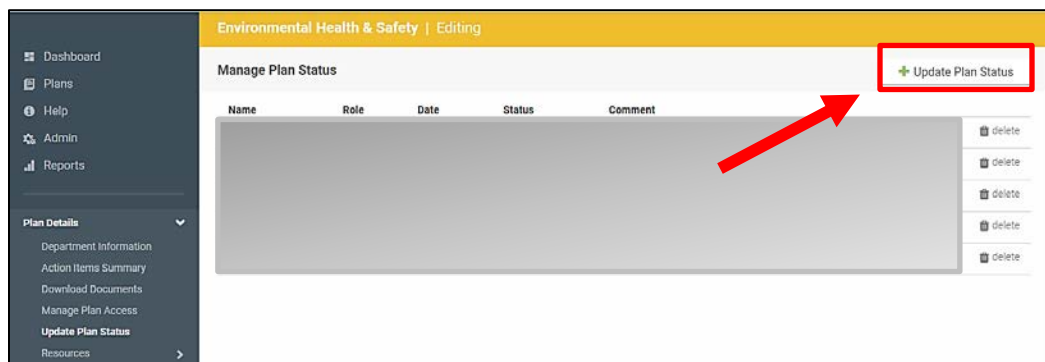
1. Log into your plan at <https://utdallas.kuali.co/>.
2. Find your plan and select the “edit” button that is to the right of your plan’s name.



3. On the navigation pane on the left side of the screen, select “Update Plan Status”.



4. Select the “+ Update Plan Status” button that is on the top right of the page.





5. Fill in your name, role, and date. Click the drop-down box to change the status to "Complete." Add a comment if you want.

The screenshot shows the 'Update Plan Status' form. The 'Name' field contains 'Courtney Spooner', the 'Date' field contains '2018-03-23', and the 'Status' dropdown menu is set to 'Complete'. A red box highlights the 'Name' field, another red box highlights the 'Date' field, and a third red box highlights the 'Status' dropdown. A red arrow points to the 'Status' dropdown. The form also includes a 'Comment' text area and buttons for 'Cancel', 'Save', and 'Save and New'. On the right side, there is a 'Guidance' section with a list of plan statuses: 'In Progress', 'Complete', 'Due for Review', 'In Review', and 'Current'. The 'Complete' status is highlighted in the list.

6. Click "Save."

The screenshot shows the 'Update Plan Status' form with the 'Save' button highlighted by a red box and a red arrow pointing to it. The form fields are the same as in the previous screenshot: 'Name' is 'Courtney Spooner', 'Date' is '2018-03-23', and 'Status' is 'Complete'. The 'Save' button is located at the bottom of the form, next to 'Cancel' and 'Save and New' buttons.

Congratulations! You have just signed off on your annual continuity review.

Please email Courtney Spooner ([Courtney.Spooner@utdallas.edu](mailto:Courtney.Spooner@utdallas.edu)) and let her know that your plan has been signed off so your annual review can be finalized.

Thank you.