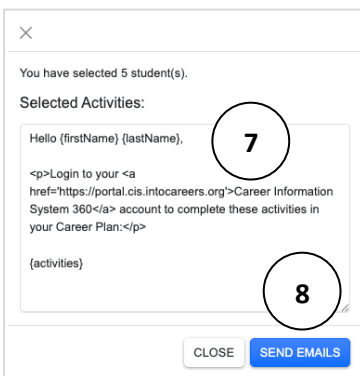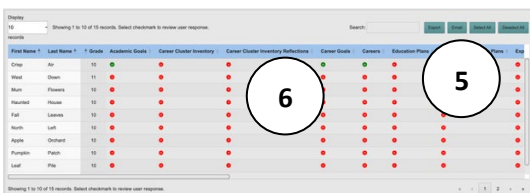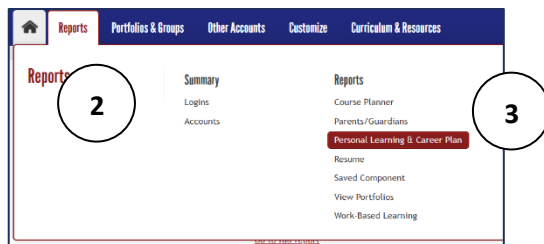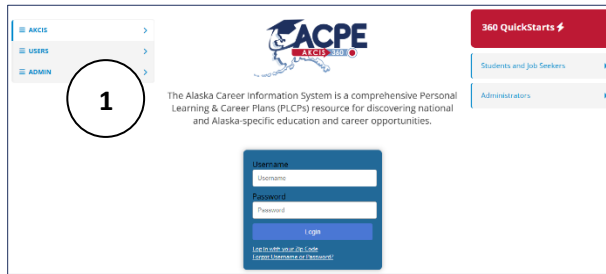# Career Plan Email

Send email reminders to user(s) about incomplete Career Plan Activities.

1. Select **ADMIN** and log in with a site administrator or staff account, or use single sign-on through Clever or ClassLink.

2. Select **Reports**.

3. Select **Personal Learning & Career Plan**.

4. **Change Selected Plan** to report on the different plans available at your site.

5. Choose which user(s) to email.
   a. Use **group** or **grade** filters if needed.
   b. To email **all users** in the table, use **Select All**.
   c. To email specific users, select the row(s) for those users.

6. Choose which activities to include.
   a. Default is to email about all activities displayed on the table.
   b. Only incomplete activities will be included in the email to user. Completed activities will not be included.
   c. Use the **plan activities** filter if needed to filter down the list.

7. Review the email preview.
   a. The template includes placeholders for first name, last name, AKCIS link, and activity.
   b. These fields populate automatically for each user when the email is sent.

8. Select **Send Emails** to complete.