



PREP GUIDE FOR STUDENTS

What is PREP?

PREP stands for **P**ersonal **R**esource & **E**ducation **P**lan. PREP provides students with a personalized map to their academic and career success. Students use PREP as their connection to resources and for personal planning. Students can use it in collaboration with Navigators/Advisors and independently, gaining access to personal, academic, and career resources, as well as a customized map to their degree completion.

Benefits of PREP:

Students are encouraged to use PREP on a regular basis to ensure they are on track to degree completion. Every student will have a MAP (My Academic Plan) created specifically for them. Students will have access to multiple Self-Help Guides and resources to help overcome challenges and be successful.

Setting up your PREP “My GPS” page

The Navigator will add students to the PREP system once they complete the intake documents.

1. The Navigator will have students complete the “Intake” information in PREP.
2. An Action Plan* will be set up and a list of goals and strengths will be discussed and created.
3. A MAP* (My Academic Plan) will be created according to the student’s Degree Plan.
4. The Navigator will then log out of PREP and have the student log into PREP using their username & password (same as Jeffco account).
5. Once a student is logged in, they will be on their PREP “MyGPS” page. Students will be able to complete Self Help Guides to identify challenges and link them to resources; contact their Navigator; search for campus and community resources; view their MAP; and view tasks that need to be completed.

***Action Plan**

Action Plans are a combination of goals, strengths, and tasks to assist students with overcoming possible challenges and setting goals.

Goals - the Navigator will discuss and create goals with students. Goals will show in the “Tasks” section on the student’s PREP MyGPS page.

Strengths – the Navigator will discuss and add strengths to your Action Plan. Students are encouraged to use their strengths to help achieve goals and complete tasks.

Tasks – assignments created by the student or Navigator through challenges identified. These are shown on the right side of the student's PREP MyGPS page (under "Tasks").

***MAP**

A MAP will be created according to the student’s Degree Plan. Classes will be placed into each semester for the course of the student’s program. Students will be able to view their MAP on their PREP MyGPS page.

PREP Log in/out

Once the student's Intake, Action Plan, & MAP are completed, the Navigator will log out of PREP. Students will then log into PREP using their username and password (same as Jeffco account).

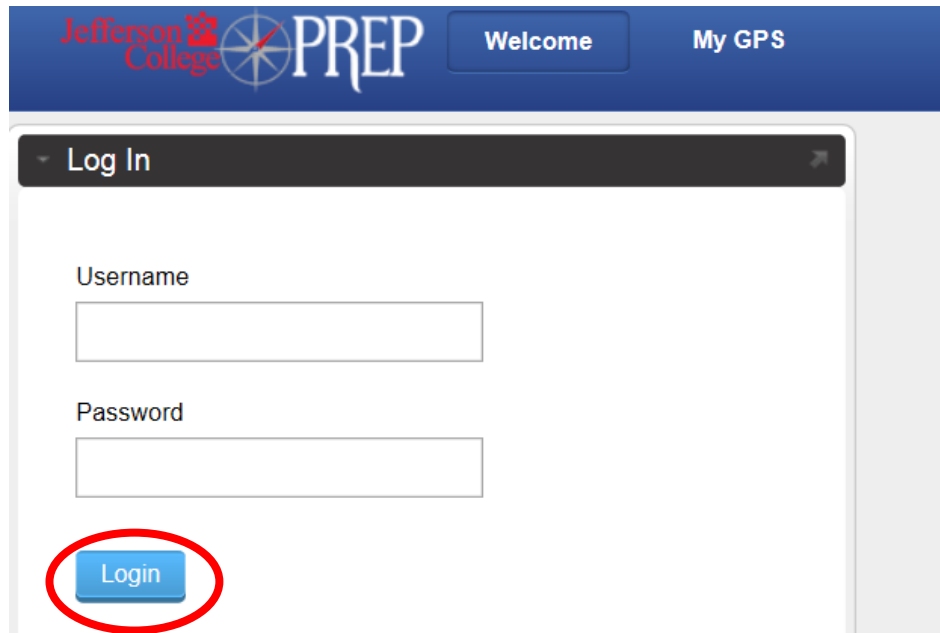
Login:

Open up an internet browser and type in the URL:

https://prep.jeffco.edu

Your username & password is the same as your Jeffco account.

Click the "login button".



Jefferson College PREP

Welcome My GPS

Log In

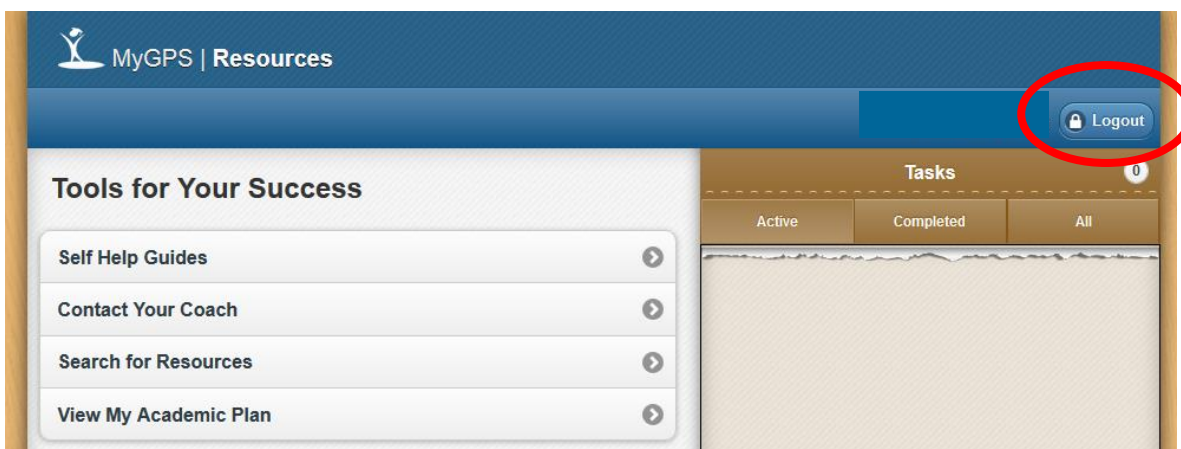
Username

Password

Login

Logout:

Click "Logout".



MyGPS | Resources

Logout

Tools for Your Success

- Self Help Guides
- Contact Your Coach
- Search for Resources
- View My Academic Plan

Tasks

Active Completed All

Once students are logged in, it will show their PREP “MyGPS” page:


MyGPS Resources

Logout

Tools for Your Success

Self Help Guides	1	➤
Contact Your Coach	2	➤
Search for Resources	3	➤
View My Academic Plan	4	➤

Welcome

Jefferson College  **PREP** PERSONAL RESOURCE & EDUCATION PLAN

This self help tool will assist you in identifying and overcoming challenges or barriers to your success at Jefferson college. Please use the Self Help Guides to begin the process of identifying the challenges you might face, and discovering the solutions available to meet those challenges. The tool will assist you in building a Personal Road Map that will guide you on your journey to success. Good luck on that journey!

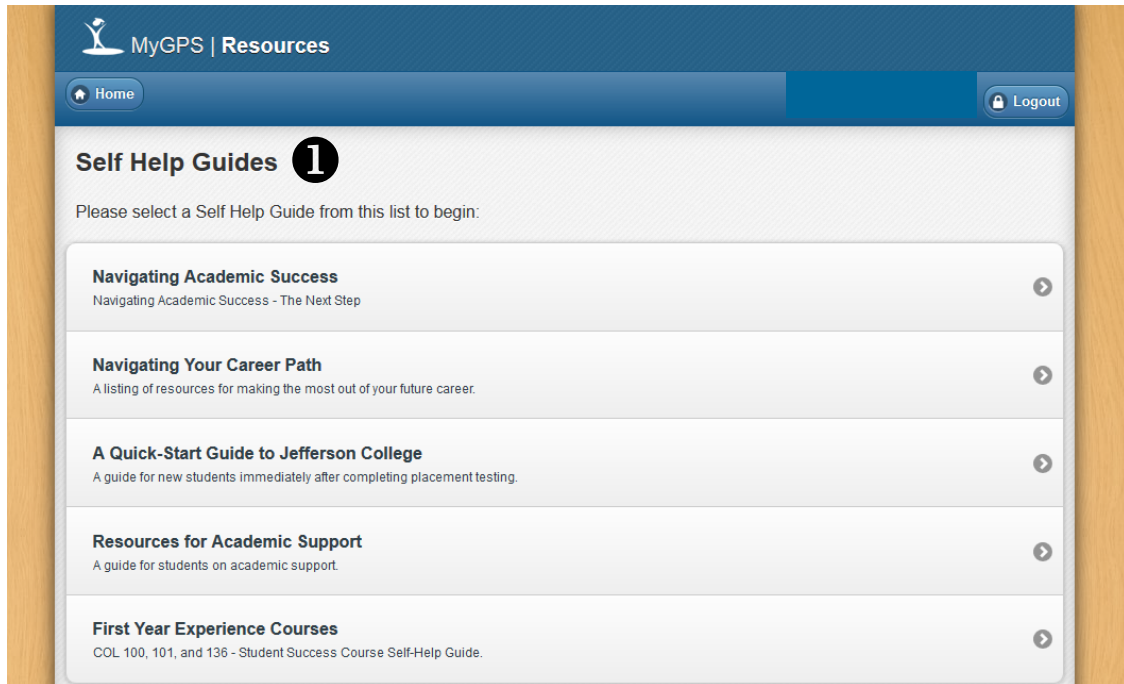
Tasks **5** 0

Active	Completed	All
[Empty Task List]		

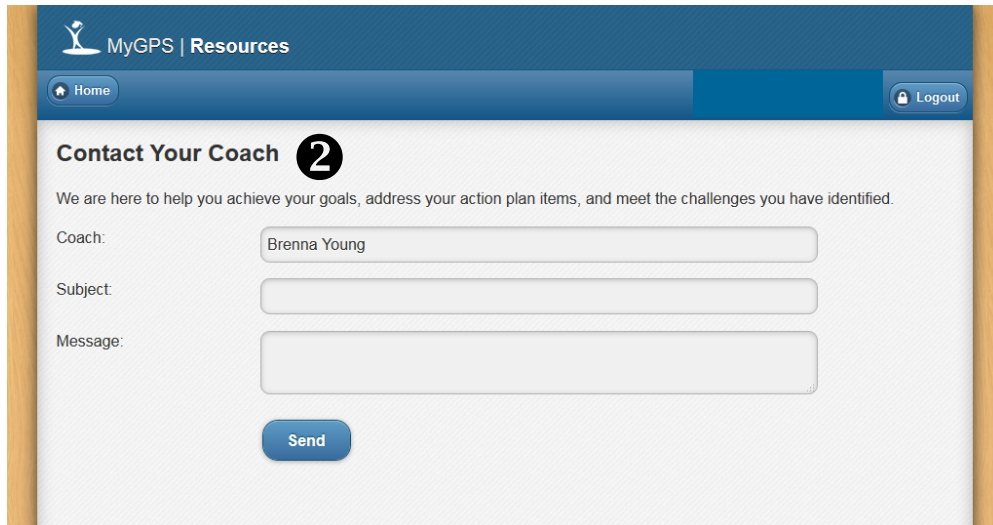
Print E-mail

This college provides this internet site to inform students of various resources. This college does not endorse all the information included and cannot make any

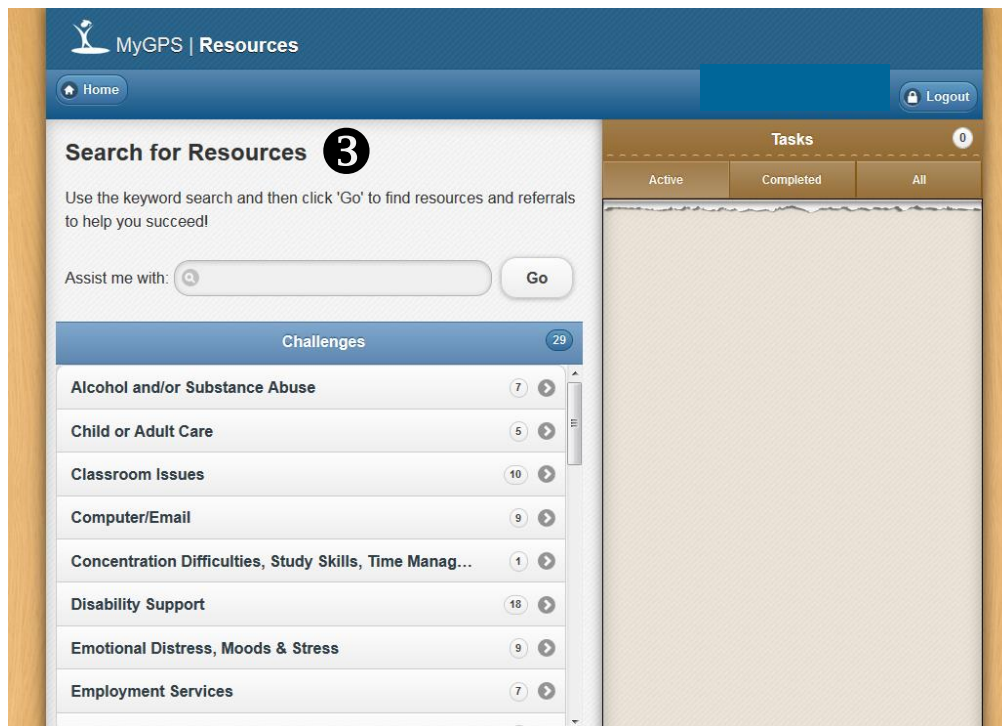
- 1 Self Help Guides** – students can go through the Self Help Guides to link them to resources. Students are encouraged to take advantage of resources to help them achieve their academic goals.



- 2 Contact your Coach (Navigator)** – allows students to send an e-mail to their Navigator.



3 Search for Resources – resources are listed by need and provide contact information.



4 View My Academic Plan – shows students the MAP that the Navigator created specifically for them.



Spring 2016

Course Number	Course Title	Credit Hours
COL-101	Introduction to College	1.00
ENG-101	English Composition I	3.00
PTA-100	Anatomy & Physiology I for PTA	5.00

Total Credit Hours: 9.00

Summer 2016

Course Number	Course Title	Credit Hours
MTH-002	Beginning Algebra	3.00
CIS-125	Computer Concepts Applications	3.00

Total Credit Hours: 6.00

Fall 2016

Course Number	Course Title	Credit Hours
PTA-105	Anatomy Physiology II for PTA	4.00
PSY-101	General Psychology	3.00
MTH-128	Intermediate Algebra	3.00
COM-100	Fundamentals of Communication	3.00

Total Credit Hours: 13.00

- 5 Tasks** – these are shown on the right side of the student’s screen. Assignments are created by the student or Navigator through challenges identified. When a student completes the Self Help Guides, challenges are identified and resources will be displayed. Students can then add a resource to their tasks list. Once a task is complete, check the box and it will be moved to the “completed” tab. Navigators are able to create tasks for students to complete.

The screenshot displays the MyGPS | Resources interface. On the left, under 'Tools for Your Success', there are buttons for 'Self Help Guides' and 'Search for Resources'. The main content area features a 'Welcome' message from Jefferson College PREP (Personal Resource & Education Plan), explaining the self-help tool's purpose. On the right, a 'Tasks' section shows 5 tasks, with tabs for 'Active', 'Completed', and 'All'. Two tasks are listed: 'Jefferson College - Peer Tutoring' with a link to www.jeffco.edu/peertutoring, and 'Jefferson College - Academic Success...' with a link to www.jeffco.edu/current-students/academic-. A 'Back to PREP' button is located in the top right corner.

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The Disability Support Services Office (DSS) of Jefferson College is committed to the fulfillment of equal educational opportunities, autonomy and full inclusion for students with disabilities. Disability Support Services serves to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy and to ensure compliance with the ADA, ADAAG and Section 504 of the Rehabilitation Act. Students in need of accommodations can contact Disability Support Services at (636) 481-3158; lschmid2@jeffco.edu.

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