

The following steps will allow you to create a new Individual Development Plan, add goals, and submit the IDP for review and approval.

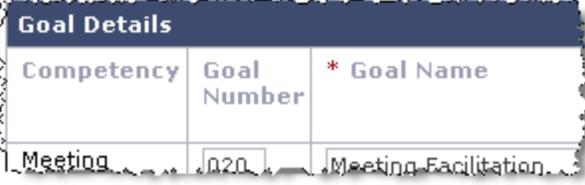
Please remember that the use of Individual Development Plans and the features enabled to support them vary widely across agencies. For more information, contact your [Agency's AgLearn Lead](#).

Step	Action	Look For
1.	Select the Career tab.	
2.	Select Create New Plan . Note, if this is not your first plan, you may have to first select List all Plans .	
3.	Complete the Plan Information and select Add .	
4.	Your new IDP is now created. Before submitting for approval, you must add goals.	

Creating non-competency based goals.

Step	Action	Look For
1.	After creating the new IDP, or opening the IDP from the Career tab, select New Goal .	
2.	Complete the Goal Details section.	
3.	Select Finished . If you wish to add another goal, select Save and Add Another .	

Creating competency-based goals.

Step	Action	Look For
1.	After creating the new IDP, or opening the IDP from the Career tab, select New Goal .	
2.	Select Goal Wizard .	
3.	Select Next .	
4.	Enter the Keywords for the competencies you wish to work with.	
5.	Select Next .	
6.	Locate the competency you wish to base your goal on and place a checkmark in the Select column.	
7.	Select Next .	
8.	Complete the Goal Details section, paying special attention to the required fields, which are marked with a red asterisk.	
9.	If you wish to add activities from the AgLearn catalog that support your goal, place a checkmark in the Create Activities column.	
10.	Select Finished . If you wish to add another goal, select Save and Add Another .	