**How to Update the Front Page of a PLP**

**On TIENET**

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1. **Log in** to TIENET
   1. Go to fc.skschools.net
   2. Sit on Staff
   3. Click on TIENET and log in
2. **Select** the student whose PLP you wish to update
   1. The child’s name may appear under the heading **Students Recently Worked With**. Click on the student. If not…
   2. Click on **(*Search for other…)*** at the bottom of the list.
   3. Type the first few letters of the **last name** of the student needing the PLP. You do not need to type the whole name.
   4. When you find the student, click on the icon to the left that looks like a clipboard. It will say “**documents**” when you sit on it.
3. **Update** the PLP
   1. Select **RTI Literacy Plan (PLP)**
   2. Select **Edit This Section**.
   3. You may now **add updated F & P scores** under ***Screening Assessments:***
   4. Select **Save, Continue Editing.**
   5. A new set of boxes will appear allowing you to **add updated AimsWeb scores**.
   6. Select “**Save, Done Editing**” when you are done.
   7. You have now completed the “front page” of the PLP.
4. If you have **more PLPs to update**, click **Search** in the upper left hand corner of the page under the large letters TIENET and continue as above.