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Good Afternoon:

As the Memphis Ready BCP Planning Software Rollout is moving forward, here are a few reminders and tips to aid in the process:

- Memphis Ready Software (Kuali) can be less functional if using Internet Explorer. Please utilize one of the other popular browsers to access the software.
- When adding users to the system, use the first and last name and UUID as referenced in the University email system – do not use vanity email addresses. The BCP team is happy to add users as needed. Email us at bcp_planning@memphis.edu with the plan name, employee name, and UUID.
- A link to access the **Memphis Ready BCP Software** can be found in the [myMemphis portal](#) under the **Employee** tab. The link is located on the bottom left of the page.
- The software does not auto-save. Although it warns you before you leave a page, it is best to save often.
- Reach out your ITS LSP, if needed, to complete the **Information Technologies** tab. Sections under “Workstations” and “How to Restart” are mostly filled out due to the Universities’ centralized Information Technology Services.
- When you have finished your plan, please navigate to the **Plan Details** section, “Update Plan Status,” and change your plan status from “In Progress” to “Due for Review.”
- **The due date for all plans is April 2, 2021.**
- For help, you can access the Memphis Ready [website](#) for assistance.

Thank you.

BCP Planning Team