

**Installing CP:**

Corporate Planner is a client installation (ie the programme is installed on your computer or laptop). To have CP installed on your machine, you need to follow the following steps:

1. **Raise a support call** with IT.
2. **Contact the finance helpdesk** for a *new starter access* form.
3. **Complete the form** and return it to [finance.helpdesk@manchester.ac.uk](mailto:finance.helpdesk@manchester.ac.uk).



The form asks you to specify the access you require. Refer to the access page in the [Corporate Planner Training course](#) for further guidance.

