



## Getting Started with MyLearningPlan

### Step-By-Step Guide

1. Access the internet and go to <http://www.mylearningplan.com>
2. Complete the Log In information on the main screen and click the "Log In" button to enter the site. (typically username = Email, Password = changeme)
3. You may be prompted to complete your "User Profile" to verify your account information and preferences are accurate. Make any changes and save the form. You will receive a "Form Saved" message confirming success.
4. From the main "Learning Plan" screen, you can also:
  - a. Browse the District Catalog/Calendar –
    - i. Click the "District Catalog" link or the "Calendar" link
    - ii. Browse the district offerings and click the title of an activity if you are interested in participating
    - iii. Click the button to request approval/sign up for the activity
    - iv. Complete the form (if necessary) and submit it
    - v. The activity will appear on the LearningPlan Tab in the "My Requests" section
  - b. **Submit a Form** –
    - i. Click the appropriate form on the left side
    - ii. Complete and submit the form
    - iii. The activity will appear on the LearningPlan Tab in the "My Requests" section. Clicking on the title of the activity will indicate the approval status
  - c. **View your Portfolio** –
    - i. Click the My Portfolio Link to view all of your professional development.
    - ii. Use the Left Navigation to view your activities based on different criteria.
  - d. **Print Your Transcript** -
    - i. Click the My Portfolio Link on your left menu.
    - ii. Click on the Print Transcript link.
5. For further details on using this and other functions of MyLearningPlan, access tutorials, how-to's, and other resources in the Help Section. The Help link is located on the top right corner of all MyLearningPlan screens.