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. Complete the Survey -
      i. Click the Title of the Survey at the top of the screen.
      ii. Complete it, and click Submit.

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.