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. Click on the orange “District Admin” tab at the top of the screen.

4. From the main “District Admin” screen, you can:

   a. Approve Activities –
      i. Click the title of the requested activity in the center of the screen
      ii. Review the form and enter any necessary information (funding, etc.)
      iii. Click the appropriate button at the bottom

   b. Add/Edit Activities in the catalog –
      i. Click the “Add/Edit Activities” link on the left side of the screen
      ii. Click the “Add a New Activity” link to view and complete the “Activity Profile” form to create a new offering in the district catalog.
      iii. Or, click on the title of an existing activity to edit or COPY that activity profile.
         1. When copying an activity, be sure to review all information and specifically set the “Start and Stop” showing dates

   c. Use Enrollment Tools –
      i. Click on “Enrollment Tools”
      ii. If your activity is not visible, adjust the search settings accordingly. Otherwise, simply click the title of your activity
      iii. From there, you can access any of the activity functions used to manage and maintain a roster or activity. (i.e: Pre-Register Users, View Rosters, Print Sign In Sheets, Confirm Attendance)

   d. Activity Mgmt –
      i. Click the “Activity Mgmt” link.
      ii. Use the functions to look up a user and see their activity history, to view a past activity roster, to review drops and/or approval queues.

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.