My Learning Plan provides a variety of resources to assist you with training various users within your district. These resources are:

- Online Help
- Manuals
- Webinars
- Email support available at info@mylearningplan.com

Below is outline of the various roles of users in your district and the suggested training tools:

**Teacher/Staff**
This group would include teachers, paras, support personnel and other staff.

- Learning Plan manual
- End User Tutorial Webinar

**Instructors**
This group would include those who will facilitate activities in your district, print their own sign-in sheets, and take attendance.

- Instructor Manual
- Instructor Webinar

**District Administrators/Approvers**
This group would include those who would be approving requests and monitoring staff from their buildings.

- District Admin Manual
- Approver Tutorial Webinar

**Catalog Administrators**
This group would be responsible for adding activities to the catalog and managing rosters

- Catalog Admin Manual
- Managing the District Catalog Webinar

**My Learning Plan Configuration Administrators**
This group is responsible for administering the site

- District Config Manual
- Various webinars listed under Webinar button
- Scheduled phone training available. Email info@mylearningplan.com to schedule.