



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. (username = complete Email address, Password = changeme)
3. You will be prompted to complete your “User Profile” to verify your account information and preferences are accurate. Mark your email preferences to “yes” for everything except “New Activity Notification” and save the form. You will receive a “Form Saved” message confirming success.
4. From the main “Learning Plan” screen, you can browse **external** and **internal** activities by clicking on “District Catalog” or “Calendar”.
 - You can utilize the “Search Options - All Programs” drop down menu to select the External or Internal catalog and click “Search”.
 - a. **To request approval to attend an external activity:**
 - i. Click the title of the activity
 - ii. Click the yellow “Request Approval” button
 - iii. Complete the entire form and click the yellow “Submit” button
 - iv. The conference will appear on the LearningPlan tab in the “My Requests” section and will be routed to your supervisor, funding source approver and Professional Learning office administrator. You can view your request’s status by clicking on the “Manage” button next to the activity’s title.
 - v. After your request has been reviewed by the people listed above you will receive an email stating that your request is “approved & in-progress”
 - vi. Save and print this email to attach to all financial paperwork related to the activity
 - vii. When you return from the activity, log in to MyLearningPlan, click on the LearningPlan tab and click the yellow “Manage” button next to the title of the activity
 - viii. Click the yellow “Mark Complete” button at the bottom to confirm your attendance. After this has been completed, your activity request will be routed to the Professional Learning administrator for final approval and will appear in your portfolio.

b. To request approval to attend an internal activity:

- i. Click the title of the activity
- ii. Click the yellow "Request Approval" button to sign up for the activity
- iii. The activity will appear on the LearningPlan Tab in the "My Requests" section
- iv. After you attend the activity, log in to MyLearningPlan, click on the LearningPlan tab and click the yellow "Manage" button next to the title of the activity
- v. Click the yellow "Mark Complete" button at the bottom to confirm your attendance. After this has been completed, your activity request will be routed to the Professional Learning administrator for final approval and will appear in your portfolio.

c. View your Portfolio –

- i. Click the My Portfolio Link to view all of your professional learning
- ii. Use the Portfolio views on your left menu to view your activities based on different criteria

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.