Community Member Guide to My Learning Plan with Frontline
Our Targets and Goals...

- Learn how to CREATE YOUR ACCOUNT and LOGIN TO MYLEARNING PLAN
- Learn how to NAVIGATE MYLEARNING PLAN
- Learn how to enter HISTORICAL PD REQUEST FORMS
- Learn how to request a PD TRANSCRIPT
- Review COMMUNITY AND SUB RELICENSEURE GUIDE
MyLearningPlan.com is an on-line professional development management system that helps track the necessary points needed for Kansas Educator Licensure.

- Allows access to create and update personal goals at the beginning of each licensure cycle.
- Track your professional development hours.
- Provide personal availability to your completed hours and professional development plan.

What is My Learning Plan?
Welcome Email from My Learning Plan

Click to Create an Account
Creating a MyLearningPlan Account

1. Create Username
   - Your username must have at least:
     - 1 alphabet character
     - 4 characters

2. Create Password
   - Your password must have at least:
     - 1 alphabet character
     - 8 characters
     - 1 number or special character

First Name: Amanda
Last Name:
Create a Username
Create a Password
Email Address
I accept the terms and conditions.
Create Frontline ID

Already have a Frontline ID? Sign In
Navigating “My Learning Plan”
MyLearningPlan Dashboard

Return to the Dashboard by clicking Insights.
My Info

- Links about you and your information
- Document files
- Professional development point portfolio
- Download unofficial Transcripts
Learning Plan is your activities and status
**District catalog:** catalogs the User has access to review and see about enrolling in for internal and sometimes, External activities.

All in-district activities require prior approval and enrollment. Please call Mary Cooper, 913-993-8658 for available activities and to register.
CATALOG PROPOSAL is used by instructors to present new
HISTORICAL PD REQUEST FORM is used to record prior PD

Forms are electronic forms
Entering Professional Development
HISTORICAL PD REQUEST FORM

✓ Entering your PD/activities for licensure
   College credits
   New learning

1. Select “FORMS”
2. Select “HISTORICAL PD REQUEST…”
## Historical PD Request Form

**Used to display previously completed PD records imported to FLM.**

### Activity Information

<table>
<thead>
<tr>
<th>Historical Activity Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Description</td>
<td></td>
</tr>
</tbody>
</table>

### Dates/Location

<table>
<thead>
<tr>
<th>Start Date of Historical activity (mm/dd/yy)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date of Historical activity (mm/dd/yy)</td>
<td></td>
</tr>
<tr>
<td>Location of Historical activity</td>
<td></td>
</tr>
</tbody>
</table>

### Provider

<table>
<thead>
<tr>
<th>Provider</th>
<th>--- Click To Select ---</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If not on list, enter here</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hours OR Credits

Enter the number of Hours OR the number of Credits you are seeking for this activity.

<table>
<thead>
<tr>
<th>Hours</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Credits</td>
<td></td>
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</tbody>
</table>

### Relicensure Options

<table>
<thead>
<tr>
<th>Relicensure Options</th>
<th>--- Click To Select ---</th>
<th></th>
</tr>
</thead>
</table>

### Goal(s) and Objective(s)

Complete HISTORICAL PD REQUEST FORM
Final Step!

Submit
Upload Certificates and Documentation

✓ Click “MY INFO”
✓ Click “ADD FILE”
Have additional questions or need more support?

- For questions or support about My Learning Plan, email PGSupport@frontlineed.com or call 1-866-504-8222.

- For questions about licensure, contact a KSDE Licensure consultant at 785-296-2288.

- For questions about official Shawnee Mission School District PD transcripts, please contact Kim Workman at 913-993-6495 or kimworkman@smsd.org.