

HOW TO “MARK
COMPLETE” A
PROFESSIONAL
DEVELOPMENT DAY IN

MLP

AFTER ATTENDING PD

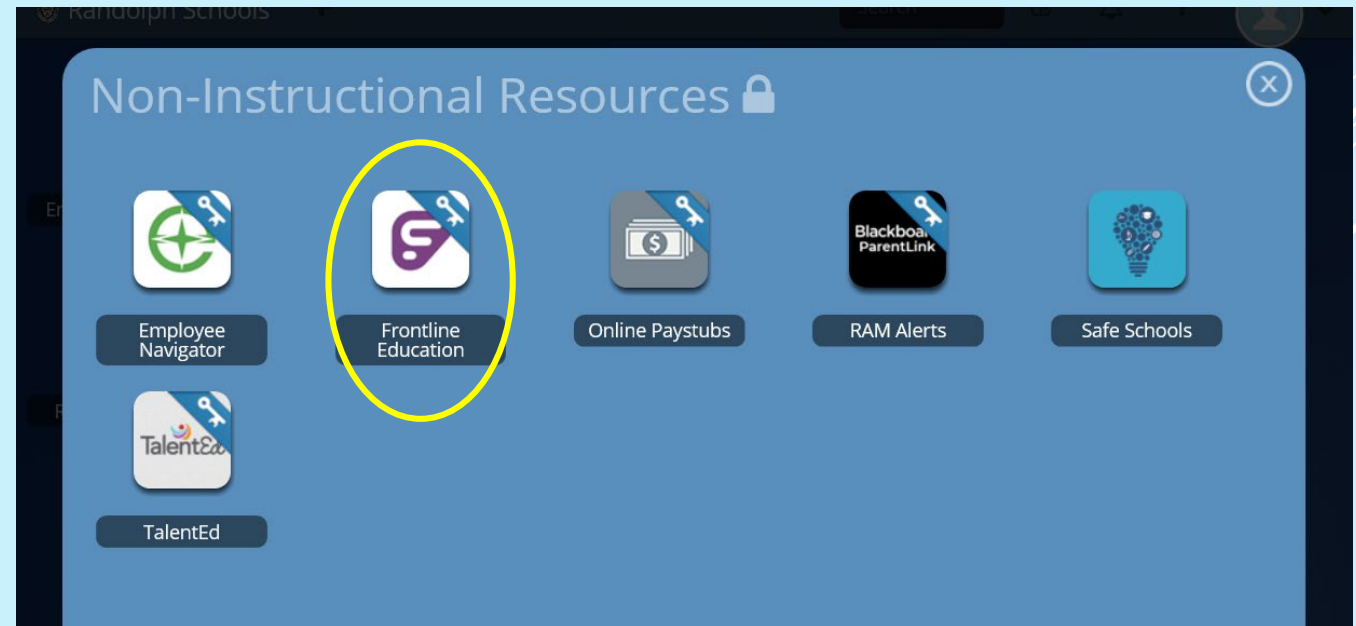
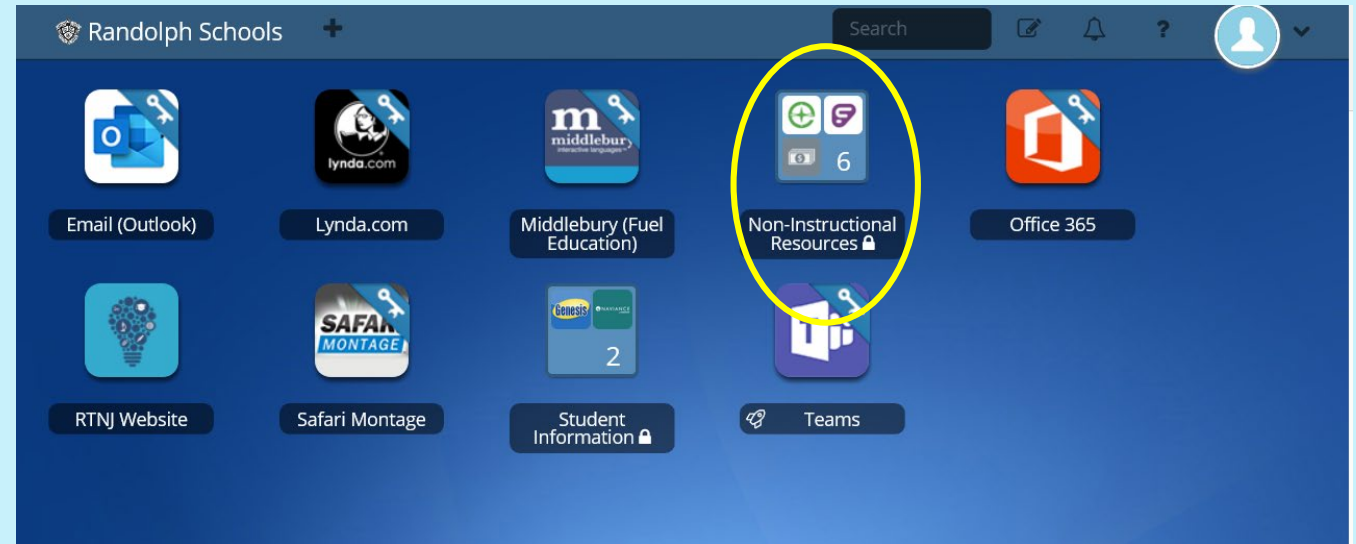
- You've attended your professional development (PD) day. Now what?
- You need to log into MLP and mark the activity as "Complete"

Step One: Log into MLP directly at www.mylearningplan.com

- Your user name is your district email address
- Your password is your district password

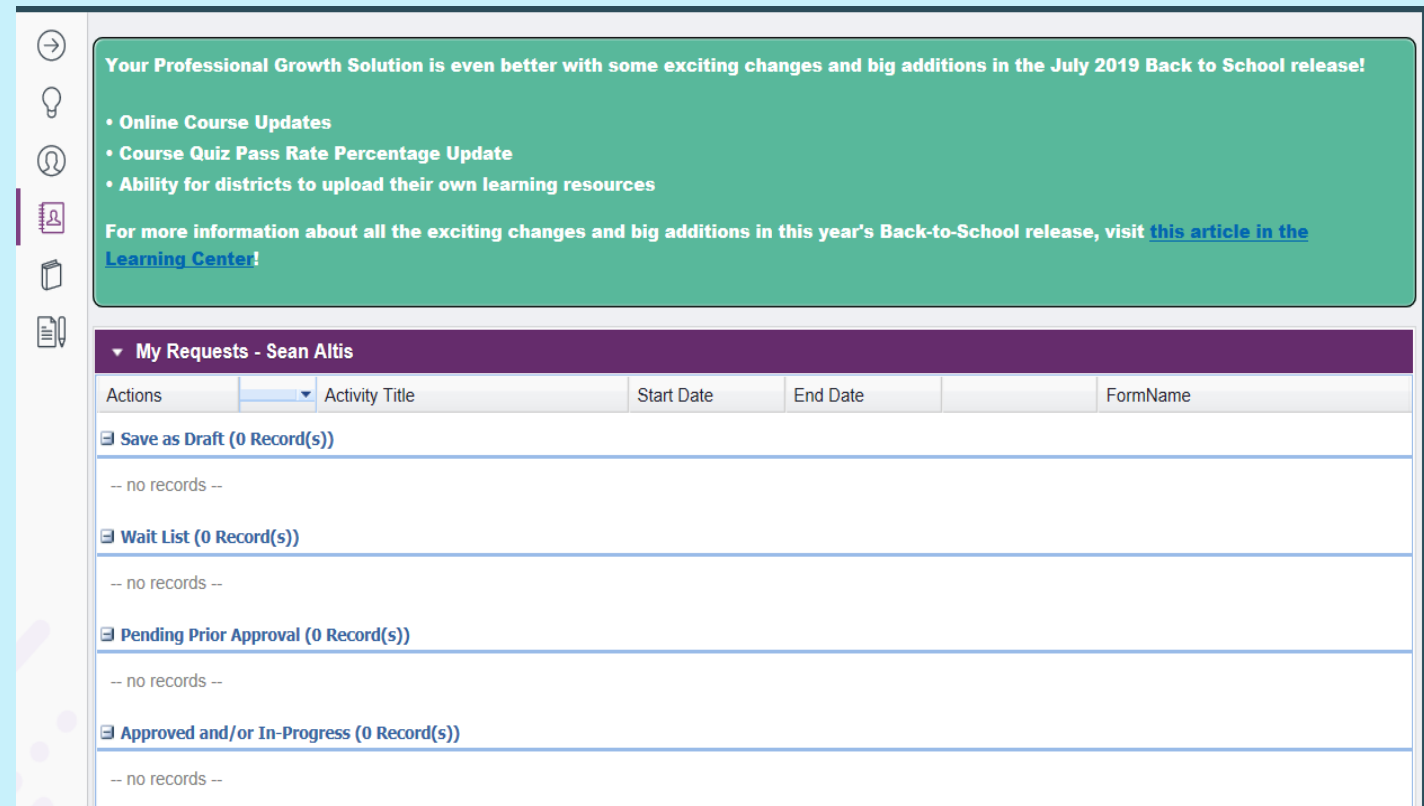
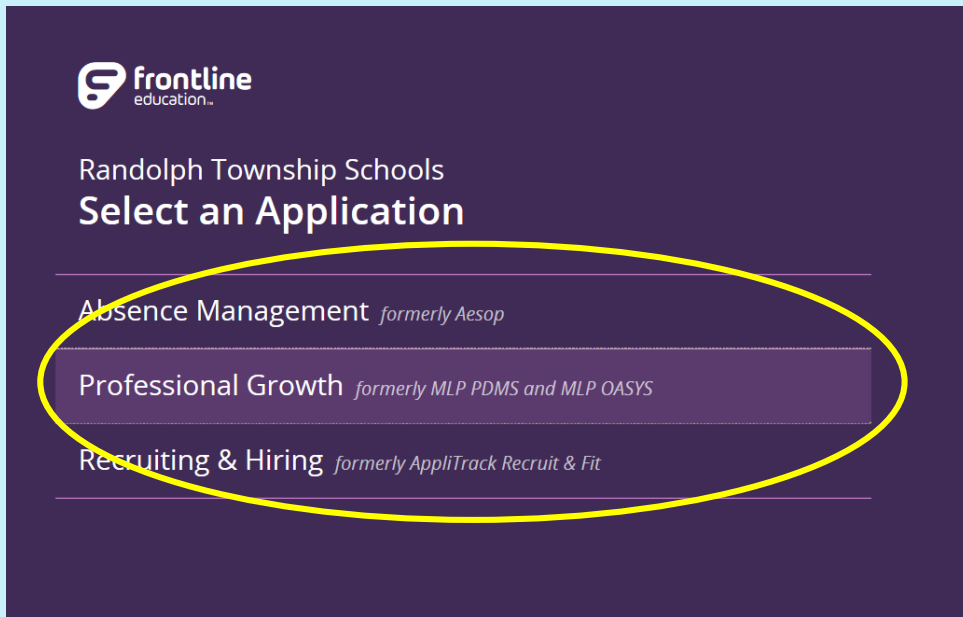
or through <http://classlink.rtnj.org/>

- If signing on through Classlink, select the Non-Instructional Resources option.
- Then select Frontline Education



Step Two: Select Professional Growth

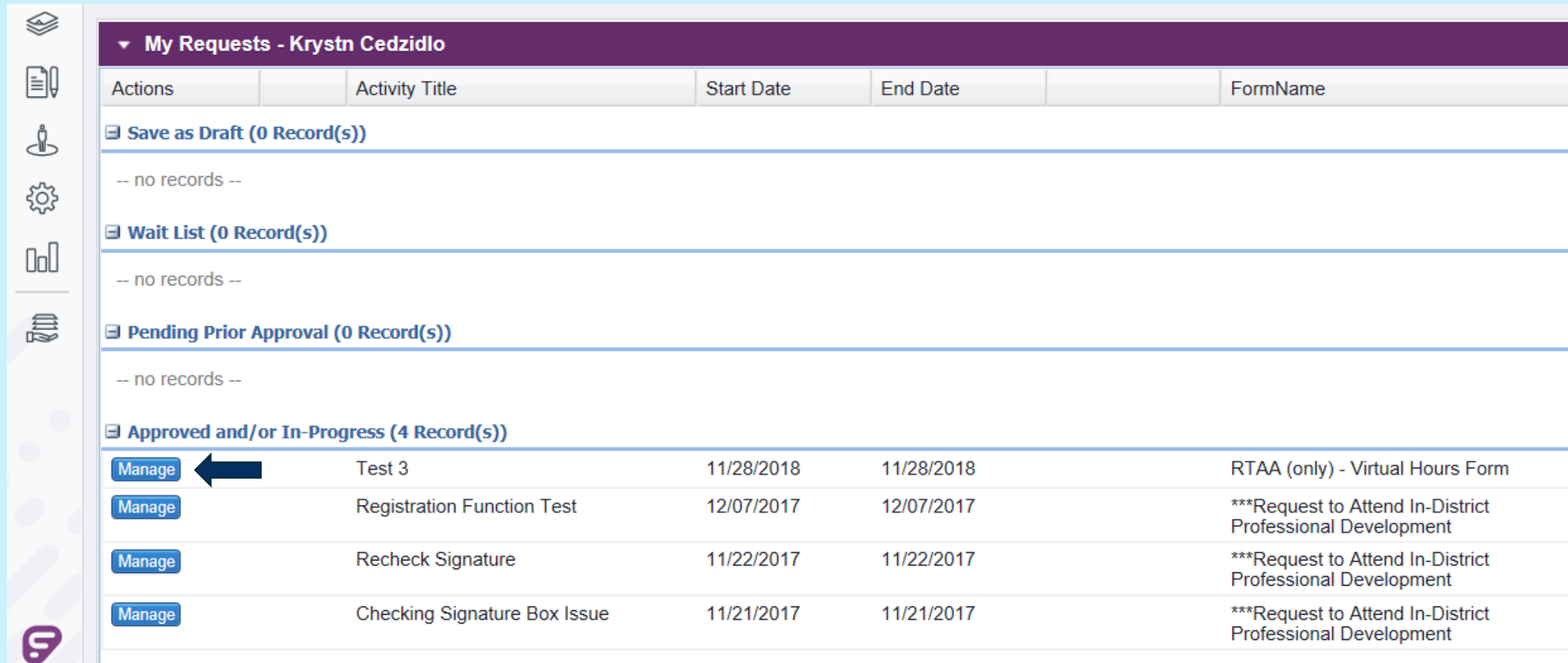
Your initial screen should look similar to screen shot below



The activity should be waiting for you in the Approved and/or In-Progress section under My Requests

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (4 Record(s)) ←				
Manage	Test 3	11/28/2018	11/28/2018	RTAA (only) - Virtual Hours Form
Manage	Registration Function Test	12/07/2017	12/07/2017	***Request to Attend In-District Professional Development
Manage	Recheck Signature	11/22/2017	11/22/2017	***Request to Attend In-District Professional Development
Manage	Checking Signature Box Issue	11/21/2017	11/21/2017	***Request to Attend In-District Professional Development

Click on the **Manage** button next to the title of the activity you have completed



My Requests - Krystn Cedzidlo

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (4 Record(s))				
Manage	Test 3	11/28/2018	11/28/2018	RTAA (only) - Virtual Hours Form
Manage	Registration Function Test	12/07/2017	12/07/2017	***Request to Attend In-District Professional Development
Manage	Recheck Signature	11/22/2017	11/22/2017	***Request to Attend In-District Professional Development
Manage	Checking Signature Box Issue	11/21/2017	11/21/2017	***Request to Attend In-District Professional Development

Registration Function Test

Activity Details

Registration Function Test

Dates: 12/07/2017
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Thu Dec 7, 2017	9:00 am to 12:00 pm	CO

Testing if registrations process to AESOP

Hours: 3.00 | Program: [District Catalog](#) | Form: Catalog Registration

Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Actions

View/Print Form



Download Calendar File



Mark Complete



Revise/Resubmit Form




Drop



When the activity opens, scroll to the bottom and click on the blue Mark Complete bar.

Activity Completion

General Info

User: **Heather Reilly**
 Building: Central Office
 Employee ID: [REDACTED]
 Submitted: 12/8/2017 11:46 am
 Dates: 12/7/2017 to 12/7/2017 
 Reference ID: D16878-A0-S-L65934761

Activity Summary

Activity Title: Registration Function Test
 Dates: 12/7/2017 9:00 am to 12/7/2017 12:00 pm

Expense Summary

Description	Requested	Approved	Final
Registration Fee	\$0.00	*****	<input type="text" value="0"/>
Transportation	\$0.00	*****	<input type="text" value="0"/>
Tolls	\$0.00	*****	<input type="text" value="0"/>
Meals	\$0.00	*****	<input type="text" value="0"/>
Lodging	\$0.00	*****	<input type="text" value="0"/>
Other Expense 1	\$0.00	*****	<input type="text" value="0"/>
Sub Costs	\$0.00	*****	<input type="text" value="0"/>
Other Expense 3	\$0.00	*****	<input type="text" value="0"/>
Totals	\$0.00	\$0.00	

Comments

Comments:

Characters left **2048**


Finish

- If your PD was from the District Catalog, you simply need to complete the Activity Completion form and click Submit
- Please verify that your sub costs are correct before clicking submit
- If you anticipated having a sub and costs for that coverage were included, but used internal coverage instead, please note that in the comments and change final sub costs to \$0



Travel Expenditure Report/Workshop Convention Reimbursement Voucher

General Info

User: [REDACTED]
 Building: Ironia ES
 Employee ID: [REDACTED]
 Submitted: 9/16/2017 3:47 pm
 Dates: 5/30/2018 to 5/30/2018 
 Reference ID: D16878-A0-S287756310-L63578719

Activity Summary

Activity Title: Literacy Coaching Cohort
 Dates: 5/30/2018 12:30 pm to 5/30/2018 3:30 pm

Expense Summary

Description	Requested	Approved	Final
Registration Fee	\$0.00	-----	\$ 0
Transportation	\$0.00	-----	\$ 0
Tolls	\$0.00	-----	\$ 0
Meals	\$0.00	-----	\$ 0
Lodging	\$0.00	-----	\$ 0
Other Expense 1	\$0.00	-----	\$ 0
Sub Costs	\$51.50	\$51.50	\$ 51.5
Other Expense 3	\$0.00	-----	\$ 0
Totals	\$51.50	\$51.50	

[/e.asp?T=Survey](#)

- For all other PD you will need to complete the pink Travel Expenditure/Workshop Convention Reimbursement Voucher
- Enter your final costs in the final column
- Note that final costs cannot exceed what was approved
- Sometimes approved costs may automatically transfer to the final column.
 - Please correct as necessary

EXAMPLE Comments: Submitted for mileage but carpooled, etc.

Comments



Characters left **2048**

Attach Documentation/Files to submit for final approval

Step #1: Are attachments required with this form submission?

--- Click To Select ---



Step #2: Attach Supporting Document(s)

If reimbursement is required, you MUST check the box of the appropriate attachment.

- Airfare and Convention expenses for reimbursement - Airfare_and_Conv._expenses.pdf (228k) [View](#)
- C Card images for reimbursement - reimbursement.pdf (50k) [View](#)
- cancelled check- Paramus - Cancelled_check__paramus.pdf (55k) [View](#)
- conference cost - conference_cost.pdf (1277k) [View](#)
- Credit card- Wilson training - Credit_card__Wilson_Training_NEW.pdf (59k) [View](#)
- Expedia Airfare - Expedia_airfare_quote.pdf (295k) [View](#)
- Foundations training 2018 - fundations_training_cert_and_proof_of_payment.pdf (77k) [View](#)
- Hotel and Meal expenses for reimbursement - Hotel_and_Meal_Expenses.pdf (525k) [View](#)
- Hotwire airfare - Hotwire_airfare_quote.pdf (233k) [View](#)
- insurance card - ins_card__travel_reim..pdf (35k) [View](#)
- Paramus Institute Info. - Summer_Reading_Institute_INFO..pdf (739k) [View](#)
- Paramus training 2018 - Paramus_training_cert_and_proof_of_payment.pdf (93k) [View](#)
- Paramus- mapquest - Paramus__Map_quest_mileage.pdf (110k) [View](#)
- Travelocity airfare - Travelocity_airfare_quote.pdf (211k) [View](#)
- Virgin Atlantic flight details - virgin_atlantic_trip_details.pdf (326k) [View](#)

- Please enter any pertinent comments in comments field
- If there were no costs for your PD or only sub costs, you are not required to attach documents for reimbursement
 - However, we recommend you still attach your certificate for verification of attendance
 - See How to Upload Files into Your File Library in MLP for directions

EXAMPLE Comments: Submitted for mileage but carpooled, etc.

Comments

Characters left **2048**

Attach Documentation/Files to submit for final approval

Step #1: Are attachments required with this form submission?

Step #2: Attach Supporting Document(s)

If reimbursement is required, you MUST check the box of the appropriate attachment.

- Airfare and Convention expenses for reimbursement - Airfare_and_Conv._expenses.pdf (228k) [View](#)
- C Card images for reimbursement - reimbursement.pdf (50k) [View](#)
- cancelled check- Paramus - Cancelled_check__paramus.pdf (55k) [View](#)
- conference cost - conference_cost.pdf (1277k) [View](#)
- Credit card- Wilson training - Credit_card__Wilson_Training_NEW.pdf (59k) [View](#)
- Expedia Airfare - Expedia_airfare_quote.pdf (295k) [View](#)
- Foundations training 2018 - foundations_training_cert_and_proof_of_payment.pdf (77k) [View](#)
- Hotel and Meal expenses for reimbursement - Hotel_and_Meal_Expenses.pdf (525k) [View](#)
- Hotwire airfare - Hotwire_airfare_quote.pdf (233k) [View](#)
- insurance card - ins_card__travel_reim...pdf (35k) [View](#)
- Paramus Institute Info. - Summer_Reading_Institute_INFO..pdf (739k) [View](#)
- Paramus training 2018 - Paramus_training_cert_and_proof_of_payment.pdf (93k) [View](#)
- Paramus- mapquest - Paramus__Map_quest_mileage.pdf (110k) [View](#)
- Travelocity airfare - Travelocity_airfare_quote.pdf (211k) [View](#)
- Virgin Atlantic flight details - virgin_atlantic_trip_details.pdf (326k) [View](#)

- If there are other costs to your PD (registration, mileage, etc.) and you want to be reimbursed, you must attach the appropriate documentation
- **Please refer to the 2019-2020 Instructions for PD Reimbursement on the district website to insure you have ALL the proper documentation**
 - Step 1: Select YES; attachments are required
 - Step 2: Click the box next to the names of the files you want to attach
 - Note: these are the files in your MLP File Library.
 - Be sure you have uploaded your reimbursement documents **before** Marking Complete
 - See How to Upload Files into Your File Library in MLP for directions

Please enter HOME mailing address here for reimbursement ONLY

Street address

City

State

Zip

Reflections

Primary Purpose of Workshop/Activity



Characters left **2048**

Key Issues addressed:



Characters left **2048**

Relevance to improve instruction or the operation of the school:

Being a part of this writing cohort will provide me with the opportunity to strengthen my writing instruction and share that knowledge with my colleagues. This supports the district goals of academic excellence and organizational



Characters left **1804**

How do you plan to share information?

I will work with my team at weekly mtgs to share information and my classroom will be

- If you are requesting reimbursement, please enter your mailing address
- Complete the required Reflections section

information?

Finish

Submit



- The final step is to click Submit
- Your request will then route through “Final Approval”
- Reimbursement requests that have completed Final Approval before the 25th of the month will be paid after the Board Business Session the **following** month. The BOE meeting schedule is available on the district website.

QUESTIONS

Krystn Cedzidlo, ext. 8102, kcedzidlo@rtnj.org

Please don't hesitate to contact me with any questions or if you need assistance.

Other Resources:

- Entering Professional Day Requests in MLP
- How to Upload Documents into Your File Library in MLP
- 2019-2020 Instructions for PD Reimbursement