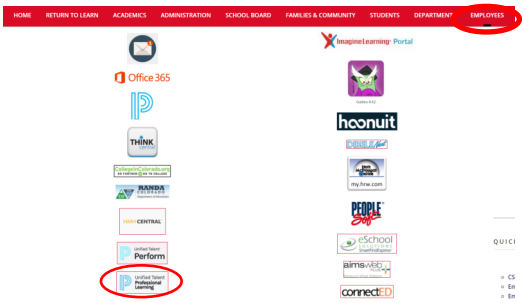
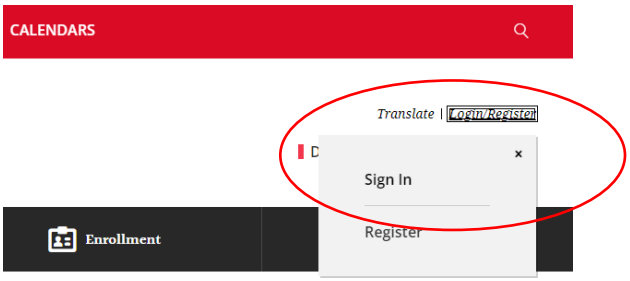
How to Navigate the Professional Learning Platform (PLP)

Login

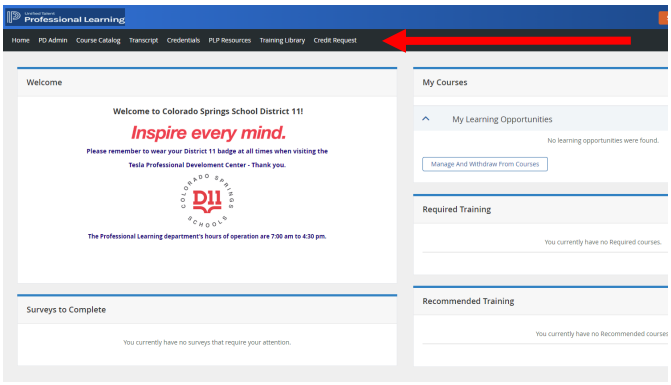
1. Go to **d11.org,** then click on the **Employees** tab.
2. Click on **Login/Register** at the top right tool bar, then click **Sign In.** Sign in with your long district email as your username and network password.
3. Click on the **Unified Talent Professional Learning** icon.
4. Enter your D11 long email address as your username and your D11 network password, if prompted.





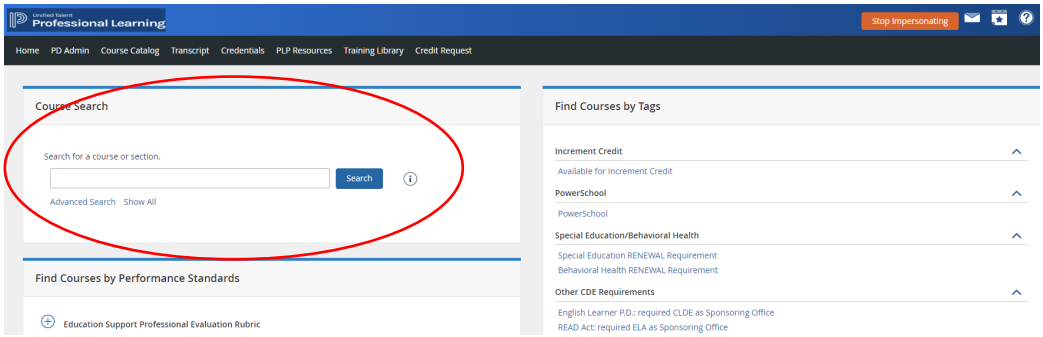
Navigate

1. Operate from the main **Home** page / tab that opens; this is your personal dashboard.
2. Click the tabs along the top to navigate through the system.



Search for Courses

1. Click the **Course Catalog** tab.
2. Search by key word, course tag, or performance standard.
3. Select the course desired by clicking on the course title.



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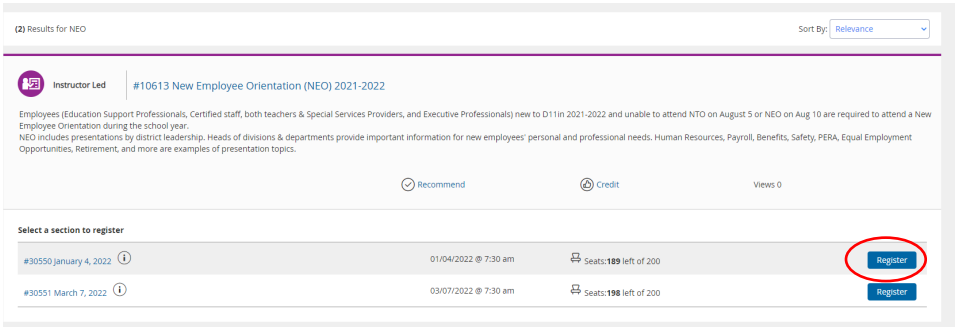
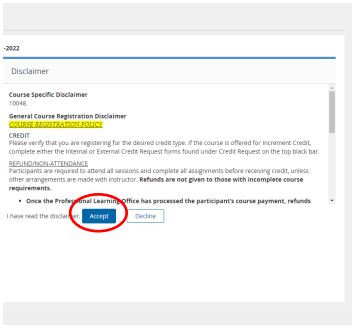
Register

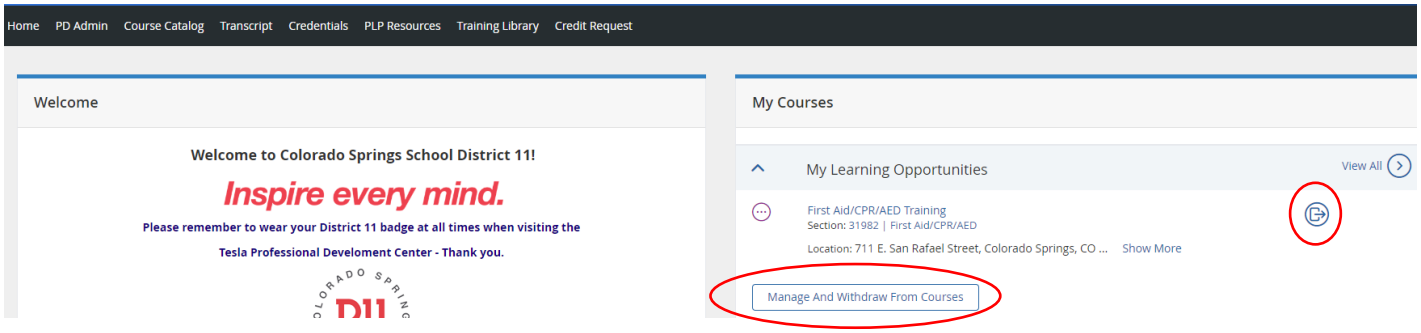
1. Register for a course by clicking on the blue **Register** button on the course.
2. Review the disclaimer and click **Accept.**
3. If there is a waitlist, click on **Join Waitlist.**





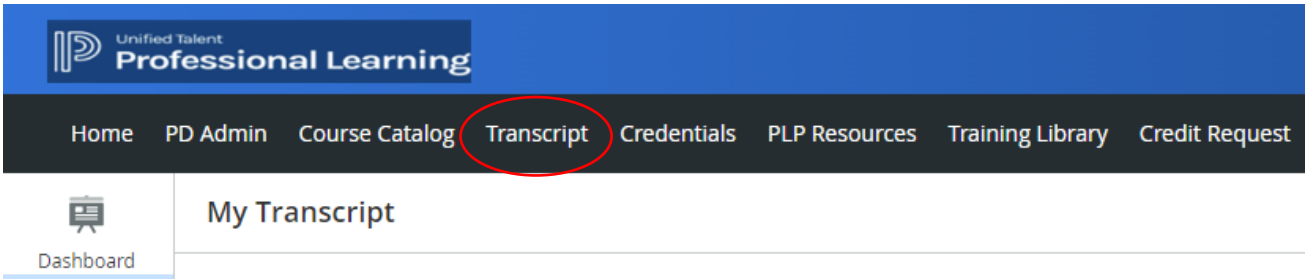
Withdraw

1. Click the Withdraw door icon from your dashboard, OR click the button **Manage and Withdraw from Courses** button.



Access & Print Transcript

1. Click the **Transcript** tab on your dashboard to view and print your transcript.
2. On your transcript, click the "Certificate Number" hyperlink to view/print your course certificate.



Complete Course Survey

1. Click the **Start Survey** button on your dashboard, then complete the survey.
2. Complete all surveys listed.

Questions? Contact hillary.charles@d11.org | 719-520-2555