My Learning Plan Guide: *How to Access & Login*

MLP is linked on the District Website – Educational Resources – Teacher Resources – Professional Resources or navigate to www.mylearningplan.com

1. Enter your **username** = district email

2. Enter your **password** provided by Personnel or use the login help to have it emailed immediately to you.

3. Click **Login**

Learning Plan Tab –where you can see or access all of your activities.

★ Along the left side of the screen is a menu including "My Info" (Portfolio and File Library), "Activity Catalogs" (GI Calendar), "Fill-in Forms" (GI Forms like Conference & Travel), "Activity Proposals" (Study Group Form) and Account Options (My User Profile & Change Password). Click the arrow to drop down the menus.

★ Down the center/right side of screen provides the status/progress of your activities. Each section with a blue header indicates a step in the process. Note the Attention Required section. Click on items to open them and view more details. Most recently completed items are also in your Portfolio with all completed items.

★ Use the Help and Logout features in the top right of window.