

# 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](http://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.

The screenshot displays the MyLearningPlan web application interface. At the top left is the logo "MyLearningPlan®" with the tagline "PLAN • MANAGE • LEARN • EVALUATE". To the right of the logo are links for "Print", "Classic MLP", "Help", and "Logout". Below these are three tabs: "LearningPlan", "Instructor", and "District Admin". A yellow banner below the tabs reads: "Grand Island CSD - This site is in Beta release. You may experience some mild problems while using certain features." The main content area is divided into a left sidebar and a main panel. The sidebar, titled "MLPDPMS", contains a menu with items: "My Info", "Activity Catalogs", "Fill-In Forms", "Activity Proposals", and "Account Options". The main panel has a red header "Attention Required" and a blue header "My Proposals" with a settings gear icon. Below "My Proposals" is a table with columns: "Actions", "Start Date", "End Date", "Activity Title", and "Status". The table content shows "No Active Proposals". Below that is another blue header "My Requests - Jamie Mancuso" with a settings gear icon. Below it is a table with columns: "Actions", "Activity Title", "Start Date", "End Date", and "FormName". The table content shows "-- no records --".