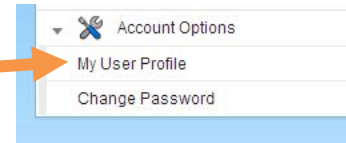


My Learning Plan Guide: My User Profile for Teachers

Please review your profile for accuracy at least once a year but update as often as necessary!

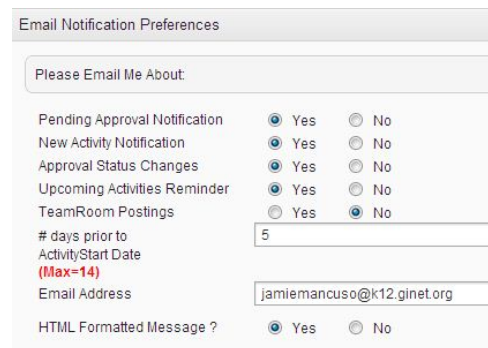
1. Login to MLP @ <http://www.mylearningplan.com>
2. From the Learning Plan Tab – click on My User Profile under Account Options.
3. Update/verify the following sections as necessary:



Basic Information: Last & first name are updated & spelled correctly

Email Notification Preferences: You will receive **1 email each day** **IF** there is any activity. You must mark yes to each option to have that section included in your daily email.

1. *Pending Approval Notification* – Items you have requested that are waiting to be approved
2. *New Activity Notification* – New activities to the district catalog that may be of interest to you.
3. *Approval Status Changes* – Activities that have changed in status (from Awaiting Prior Approval to Approved & In Progress etc.)
4. *Upcoming Activities Reminder* – Will send one email each day (for the number of days you enter) reminding you about upcoming activities.
5. *TeamRoom Postings*



- ★ Email Address – make sure your school email address is updated & accurate.
- ★ HTML Formatted Message – Select NO to avoid possible display issues.

Building:

- ★ Select ALL buildings you have an assignment in to ensure routing to appropriate administrators
- ★ Select District Office **only** if you are a TOSA.

Department:

- ★ Select only the department(s) relevant to you. **DO NOT** select Special Education unless you are a special education teacher or TA. Some examples below:
 - Elementary Librarian would select Elementary & Library Media
 - Elementary special ed teacher would select special ed & elementary
 - HS Guidance Counselor would select Guidance
 - MS Technology Teacher would select Business & Technology

Grade(s):

- ★ Only select a grade if you are K-6 classroom teacher! Otherwise leave blank!

4. Click **SAVE!**