

Step-By-Step Guide

1. Access the internet and go to <http://www.mylearningplan.com>
2. Complete the Log in information on the main screen.
 - a. Username: yourname@mtoliveboe.org
 - b. Password: changeme
3. Left side – under Account Options – **Change password**
 - a. Type current
 - b. Type new
 - c. Retype new
 - d. Submit
4. Back to Account Options - My User Profile
 - a. Type last, first name
 - b. Email Notification Preferences
 - i. Pending Approval Notification click: Yes
 - ii. New Activity Notification click: Yes
 - iii. Approval Status Changes click: Yes
 - iv. Upcoming Activities Reminder click: Yes
 - v. # days of Activity Start Date 5
 - vi. Enter email address
 - vii. HTML Formatted Message click: Yes
 - viii. Building
 - ix. Department – skip if it doesn't apply
 - x. Grade(s) Select grade level(s)
 - xi. Submit
 - xii.
5. Activity Catalog – District Catalog
 - a. Browse the district offerings and click the title of an activity if you are interested in participating
 - b. Click the button to request approval/sign up for the activity
 - c. Complete the form (if necessary) and submit it
 - d. The activity will appear on the Learning Plan tab in the “My Requests” section. Clicking on the title of the activity will indicate the approval status.
6. View your Portfolio –
 - a. Click the My Portfolio Link to view all of your professional development.
 - b. Use the Left Navigation to view your activities based on different criteria.
7. Professional Day Request – complete all areas - if you don't complete make sure you save as draft
8. Professional Presentation – complete all areas

If you have any questions, call Karen Duncan, Secretary, Director of Educational Programs/School Design at Ext. 8631.

How to Submit for Conferences Online

Purpose:

The purpose of this step-by-step guide is to outline the steps you should follow in order to submit a Conference Request form on MyLearningPlan.com.

Step-By-Step Guide

- 1.** Open the Internet and go to <http://www.mylearningplan.com> .
- 2.** Click the "Log In" Button and enter your username and password to log in.
- 3.** On the left side of your screen, click on the Conference Request form to open the form.
- 4.** The form will be displayed. Complete all of the Required Information. Click the Submit button at the bottom of the form.
- 5.** If done correctly, you will see a "Form Saved!" message and an outline of the approval process that your form will follow.
- 6.** Once you receive prior approval, the conference will move to the "Approved and In Progress" section of your "My Requests" box.
- 7.** When you complete the conference (return) you must submit the conference for final approval. Click on the activity title from your "My Requests" box and use the Mark Complete action to submit the course for final approval. Please note, you may need to complete a conference summary in order to mark complete the activity.
- 8.** Once submitted for final approval, the activity will be listed in the "Awaiting Final Credit" section of your "My Current Activities" box.
- 9.** Click on the title of the activity, and print out a hard copy of your form. Attach all hard copies of receipts to the hard copy form and submit them to the appropriate office for approval. * In the case of courses, attach a hard copy of the transcript/certificate to the form and submit to the appropriate office.
- 10.** Once final approved with expenses verified, the request will be classified as a "Most Recently Completed" activity.

* Some districts may require a claim form be submitted with your receipts in lieu of the printed MLP form.

How to Submit for Fill-In Forms Online

Purpose:

The purpose of this step-by-step guide is to outline the steps you should follow in order to submit a form on MyLearningPlan.com.

Step-By-Step Guide

1. Open the Internet and go to <http://www.mylearningplan.com> .
2. Click the "Log In" Button and enter your username and password to log in.
3. On the left side of your screen, click on the specific Fill-In Form to open the form.
4. The form will be displayed. Complete all of the Required Information. Click the Submit button at the bottom of the form.
5. If done correctly, you will see a "Form Saved!" message and an outline of the approval process that your form will follow. The activity title will appear under the "Awaiting Pre-Approval" section of your "My Requests" box.
6. Once you receive prior approval, the conference will move to the "Approved and In Progress" section of your "My Requests" box.
7. **When you complete the activity (return) you must submit the activity for final approval. Click on the activity title from your "My Requests" box and use the Mark Complete action to submit the course for final approval. Please note, you may need to complete an evaluation in order to "mark complete" the activity.**
8. Once submitted for final approval, the activity will be listed in the "Awaiting Final Approval" section of your "My Requests" box.
9. If needed, you can click on the title of the activity, and print out a hard copy of your form.
10. Once final approved with attendance verified, the request will be classified as a "Most Recently Completed" activity.