

GETTING STARTED

STEP 1: Log onto <http://www.mylearningplan.com>

STEP 2: Enter your user name: State Email Address
Enter your password: changeme (all lower case)

STEP 3: You can now view instructions in the File Library on how to:

- A. Fill out a Professional Leave Request
- B. Find all current activities and register online
- C. How to use the District Administrator functions.

STEP 4: Verify all activities that are currently assigned to you and confirm that they are accurate.

STEP 5: Call Janna Greer at 372-2512 if you need help!

WE ARE HERE FOR YOU!