

MyLearningPlan

What is it?

An online tool for the planning, managing, and reporting of professional development.

Who can use it?

Any certified staff member.

Where can I find it?

Go to the "Faculty/Staff Services" page under "Quick Links" on the school's website, or follow the link below:
<http://www.mylearningplan.com>

How do I log in?

Your **username = your email** (asmith@lfschools.net). The **first time you log in**, your **password = changeme**. Once you've logged on, select "Change Password" under "Account Options."

What can I do on My Learning Plan?

- Travel Authorization for professional development (same as the paper form)
- Search professional development opportunities (University classes, KTI, Newberry conferences) through the "District Catalog."
- Enroll in KTIs and request lane changes
- Submit course information for pre-approval (those in the District Catalog are already approved)
- Maintain and review professional development history

Common Pitfalls: What do I need to know?

- When enrolling in a course, be sure to check the box for either **cash or credit**.
- When you have completed a KTI/course/professional development activity, log in to MLP and **MARK IT COMPLETE**. If you do not click "**Mark as Complete**," you will not get credit for the class. You may need to fill out an **evaluation** of the course before you can do this (often the case with KTIs).

Who do I Contact with Questions?

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