

GETTING STARTED

Get to know the system through this hands-on activity. **Some options may not be active in your organization.*

To get started:

- Go to www.mylearningplan.com
- Log into your account (account information will be provided by your district)
- Follow the instructions for each item below (note the headers in each group for context clues)
- Use Help (?) section for additional support, as needed

My Info

1. From the **My Info** option on the Learning Plan tab, select the **My User Profile** link. Review your information in your user profile. Is all the information accurate? If not, either adjust (if your organization allows user edits) or let your building administrator know.
2. Select **My File Library** from the My Info section. This is where you can upload files for PLMS. What are the three available options in the My Files section?
3. Look at the **My Info** section – what other menu options are available? Select an available option – what can you do or see in this section?

Learning Plan

1. Select the **Learning Plan** tab to return to your default view. Locate the **purple My Requests** section – this is where you will be able to manage your learning requests. Based on the section headers, what information will be included in this view?

Activity Catalogs

1. Look at the **Activity Catalogs** section – what options do you see?
2. From the **Activity Catalogs** section, select an available catalog – this is where you will be able to browse or search available activities. What are the different ways to search? *Tip: the default start date on search is today, adjust the dates to the start of the academic year to include ongoing activities that may have started earlier.*
3. Look at an activity (if available) – what information is available in this view? Select the blue activity name. What additional information do you see?

Forms (if applicable)

1. Look at the **Fill-in Forms** section – what options are available to you?
2. Select an available form – what options are available at the bottom of the form? Select the **Learning Plan** tab to return to the default view without saving the form.

Help

1. Locate the Help icon. Within help, select the **PLMS – Teacher/User** option – what resources are available for **Activity Registration**?
2. Browse the help menu or use search – can you find **Frequently Asked Questions for Teachers & Users**? *Tip: Help opens in a new browser tab. To return to the prior view, simply close the Help tab in your browser.*