

# MyLearningPlan Account Information

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Complete the following steps on MyLearningPlan at [www.mylearningplan.com](http://www.mylearningplan.com)

## Login:

### ■ Username:

- Use your GroupWise email address as your username.

Example: Sample Person

Username = sperson@culpeperschools.org

### ■ Password:

- If you are new to the system your password is “**resetme**” (no quotation marks)
- If you have forgotten your password please contact me and I will reset your password back to “**resetme**”.

### Changing your Password:

Click on "**Change Password**" on the blue navigation bar on the left.

Type your password in "**Your Current Password**"

Choose a new password that you will remember and type your new password into the next two fields.

Be sure to click "**submit**" or your new password will not be saved.

If MyLearningPlan informs you that you are not an active user, contact me [hobrien@culpeperschools.org](mailto:hobrien@culpeperschools.org) to become activated.

If MyLearningPlan does not recognize your username, you may have typed it incorrectly OR you may need to contact me

## Edit your User Profile:

*(Please update your User Profile annually)*

Click on "**My User Profile**" on the blue navigation bar on the left.

Select your desired email notification preferences.

If you want notification to be received at a personal email address, feel free to add a second email address after your GroupWise email address.

Use a comma as a separator.

DO NOT DELETE your GroupWise email address.

IMPORTANT: Check all that apply under **department(s)**, and **grade(s)**. Your selection here affects the courses you will be able to view in the course catalog.

**Your selection of "building" should only include the primary building where you work.** (Approvals run through principals of each building you select.)

Be sure to click "**save**" or your new information will not be saved.

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## Division-Wide Professional Development Registration

### Registration for the In-County Professional Development Option

- Log in at [www.mylearningplan.com](http://www.mylearningplan.com)
- View the available courses:
  - Click on **District Catalog** on the navigation bar under **Activity Catalogs**.
  - The courses listed are based on the information you provided in your User Profile.  
*(If you do not see a course you think you should, check your user profile for the appropriate department or grade level.)*
  - Read the course descriptions. Click on the title of the course to learn more about dates, etc..
- Make your selection:
  - Click on the title of the course of your choice to view the additional information.
  - Look at the number enrolled; this may have an effect on your decision. Be aware these numbers reflect how many staff members have requested a seat in the course, not the number approved.

- Click **Request Approval** or **Sign-up Now**. *If needed be sure to click **submit** at the bottom of the page or request will not be processed.*
- Your request will be routed to your principal. **Note:** Your seat has been reserved at this time.

**Check the "# Enrolled" in the description for the course of your choice.** You can tell how many seats are already reserved and how many constitute a "full" section. If there is room, your seat **will be reserved** the instant you click "Request Approval." You are encouraged to join the wait list as slots often become available.

Your principal will then approve or deny your choice. You do not have to wait for your principal's approval to have your seat reserved. Your best bet, though, is to be sure you and your principal are in agreement about your selection prior to registering.

#### **Making changes:**

You may drop a course by clicking on the title listed on your Learning Plan.

Click "**drop**" and follow the prompts.

Select a different course by following the steps above.

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## **Registration for the College Course Option**

To request approval to complete a college course as your division-wide professional development option:

Log in at [www.mylearningplan.com](http://www.mylearningplan.com)

Click **College Course** under **Fill-In Forms** on the navigation bar.

***All fields must be completed!***

Course Number and Title

Website for Description

Content Area

Provider (name of college or university)

What new knowledge and/or skills do you hope to gain from this course?

How will you use the new knowledge and/or skills in your classroom?

How will you determine the impact on your students?

Start Date

End Date

Meeting Dates/Times

Location

Hours (Minimum of 30; one college credit = 30 hours)

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## Registration for the NORTH TIER Option

- Log in at [www.mylearningplan.com](http://www.mylearningplan.com)
  - Select **North TIER** under "**Activity Catalogs**"
  - Review the Course Details and "**CLICK TO ENROLL**"
  - Review and complete your account information and click "**Update and Continue**"
  - Select "**30 recertification points**" for enrollment type then click "**Next**"
  - Select Credit Card for payment method and click "**Next**"
  - Enter payment information and click "**Next**"
  - Read the information provided and click "**Request Approval**"
  - Your form is now being processed for approval
  - You will receive an e-mail when you've been approved or confirm that you are registered by checking back on MyLearningPlan
  - If you don't fill-in the form correctly you will see "**On-Hold: Registration Error**", fix the form and click "**submit**".
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## How to Submit for Conferences Online

- Log in at [www.mylearningplan.com](http://www.mylearningplan.com)
- On the left side of your screen, click on the "**Conference Request**" form to open the form under "**Fill-in Forms**"
- The form will be displayed. Complete all of the required information.
- Click the "**submit**" button at the bottom of the form
- If done correctly; you will see a "**Form Saved!**" message and an outline

of the approval process that you form will follow.

- Once you receive prior approval, the conference will move to the **“Approved and In Progress”** section of your **“My Requests”** box.
- 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.
- Once submitted for final approval, the activity will be listed in the **“Awaiting Final Credit”** section of your **“My current Activities”** box.