

Getting Started with MyLearningPlan.com

Step-By-Step Guide

1. Open the internet and go to <http://www.mylearningplan.com>
2. Complete the Log In information on the main screen and click the **Log In** button to enter the site. Your username is BPS followed by your employee ID number (BPS100000) and your password is your employee ID number (unless you have already changed the password).
3. From the main "Learning Plan" (PD participant) screen, you can:
 - a. Browse the District Catalog/Calendar –
 - i. Click the "District Catalog" link or the "Calendar" link.
 - ii. Browse the district offerings and click the title of an activity if you are interested in participating.
 - iii. Click the "Sign up now" or "Request approval" button to request approval/sign up for the activity.
 1. If you clicked "Request Approval", complete the form (if necessary) and select Submit it.
 - iv. The activity should then be available in your "My Requests" box in the appropriate status.
 - b. Submit a Fill-in Forms: (IPDP) –
 - i. Click the appropriate form on the left side.
 - ii. Complete the form. Submit the form.
 - c. View your Portfolio –
 - i. Click the "My Portfolio" Link to view all of your professional development.
 - ii. Use the Left Navigation to view your activities based on different criteria.
 - d. Complete a Survey (if one is available/requested)-
 - i. Click the Title of the Survey at the top of the screen.
 - ii. Complete it, and click Submit.
4. For further details on using this and other functions of MyLearningPlan.com, you can access tutorials, how-to's, and other resources in the Help Section. The Help Section is located on the top left side of your screen and is represented by the Yellow Question Mark. If you need further assistance, please email the technical support help desk at info@mylearningplan.com.