



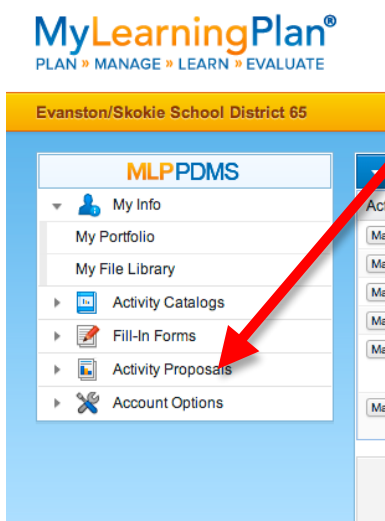
1. Go to <http://www.mylearningplan.com>
(In the upper right corner, go to Registered Users:)

Registered User Login
Username:
Password:
[Login Help](#)

2. Login: Your username is your entire email address.
(example: tzortzisp@district65.net)
3. Your Password for the first time will be: changeme
(all one word– no capital letters.)
4. Next select LOGIN

Changing Your Password

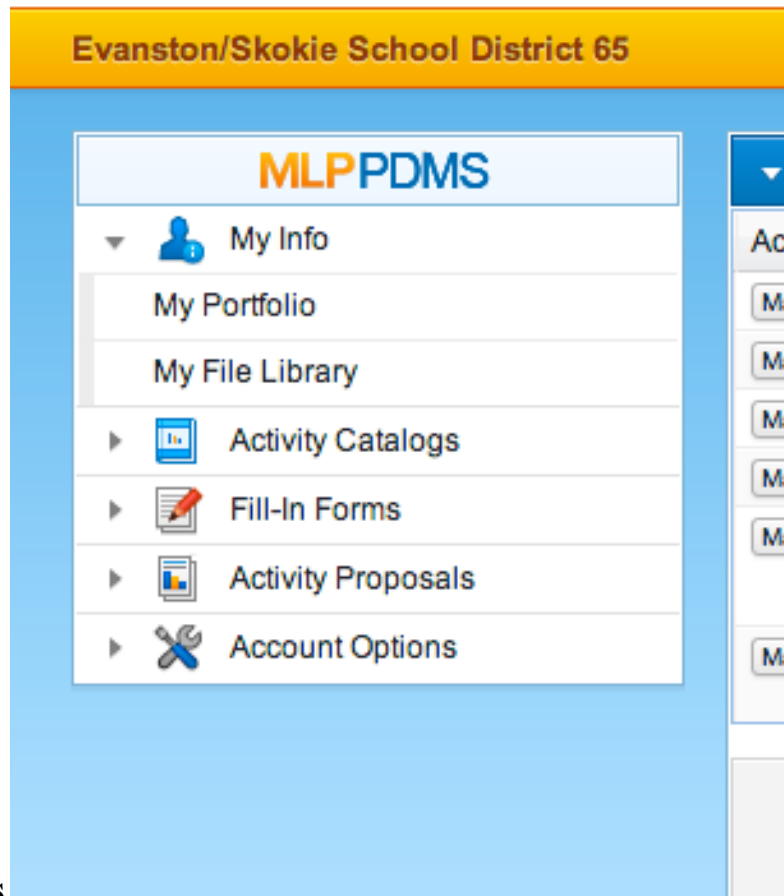
Next you should change your password.



1. From the main page, go to
(Account Options:)
and select Change Password

The Change Password screen will appear.

2. Type in the current password: changeme
3. Type in a new password.
4. Type it in a second time to confirm the
new password, and then select SUBMIT.



Adding Classes

1. To add a class from the district offerings, go to Activity Catalogs and select: (District Catalog). You can view the classes by month.
2. When you have found a class that you want to take, click on the name of the class which is in blue.
3. When you select the name, the course information screen will appear.
4. If this is a course you would like, select Request Approval at the bottom of the description.

User Profile Selections

1. To help you manage your classes, go to Account Options from the main screen. Select (My User Profile).
2. The User Profile Screen will appear. You can select a variety of notifications from this screen, including class reminders, email notification address, as well as course reminders from the district. When you are done, make sure you scroll down to the bottom and select save.

CPDU's

At the end of each class/workshop, you will need to fill in your evaluation in order to earn CPDU credit. You must be registered for the class and on the roster in order to access the evaluation. Please fill in the evaluation **BEFORE** you leave the PD session. Instructors have been informed to allow at least 5 minutes at the end of the session.

Once you fill in the evaluation and the signed attendance rosters are turned in, Tina Jackson or Patty Tzortzis will mark it complete. Evaluations must be completed within 48 hours of the PD session in order to earn your CPDU. Failure to complete the CPDU will result in you being dropped from the PD session. Evaluations are an important tool and your input is very valuable. Instructors/PD presenters need to be able to see this immediate feedback in a timely and efficient manner in order to reflect on the PD session.

Also be aware that you are responsible for entering CPDU's in ISBE and that there are many new changes on how you enter CPDU's. Visit the [ISBE website](#) for updated information.