

MyLearningPlan First Time Login Instructions



Please follow the instructions listed below to log into My Learning Plan for the first time.

1. Launch Internet Explorer.
2. On the Christina School District internet homepage, click the **Staff Portal** link at the top of the page. (If Internet Explorer does not open up to the CSD homepage type <http://www.christina.k12.de.us> into the address bar.)
3. In the left navigation, click the link for **My Learning Plan**.
4. In the **Registered User** section of the screen, complete the fields as instructed below.

Username: userid@christina.k12.de.us

Password: changeme

For example, John Doe would enter the following information:

Username: doej@christina.k12.de.us

Password: changeme

5. Click **Login**.

The system displays the screen showing your learning requests.

Note: At this point, you do not have events listed here.

6. You will now update your User Profile. In the navigation bar along the left side of the screen, click **My User Profile**. AT THE BEGINNING OF EACH SCHOOL YEAR, YOU MUST UPDATE YOUR USER PROFILE.

The system displays your User Profile screen.

7. In the **Basic Information** section, verify that your **Name and Employee ID** are correct. (Your Employee ID is the 6-digit number located on your Payroll Stub.)
8. In the **Email Notification Preferences** section, click the radio buttons corresponding to how you want to be notified about learning activities. Be sure to verify that your email address is listed correctly.
9. Verify the information on the screen is correct (building assignment, department assignment, and grade level, if applicable). You can select as many designations as applicable. (For example, a high school teacher can select Grades 9, 10, 11, and 12.) When finished, click **Save**.
10. At the top of the screen, click the **Learning Plan** tab.
11. At the bottom of the navigation bar on the left, click **Change Password**.
12. On the **Change Password** screen, type your current password. Then, type the new password you want to use. Retype the new password in the appropriate field. Click **Submit**. When your password has been changed, click **Return to Main**.
13. Click the **District Catalog** link to register for any upcoming activities.
14. When you are finished working in My Learning Plan, click **Logout** at the top of the screen.

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Please send all questions and comments to PD_FEEDBACK@christina.k12.de.us .