

MyLearningPlan General Information



Updating Your User Profile

1. Login to www.MyLearningPlan.com.
2. 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.
3. 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.)
4. 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.
5. 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**.

Registering for Activities

1. Click the **District Catalog** link, in the navigation bar along the left side of the screen.
2. Click on the activity you'd like to register for (the link is the activity title).
3. Verify that this is the activity you want to register for and click the **Sign Up Now** button.
4. When the **Internal Activity** form appears, scroll to the bottom, and click **Submit**.
5. You will see that you are **Enrolled**. Click **Return to Main**.
6. If you are unable to attend an activity you've registered for you may drop the activity at any time before the start date.
 - a. Click on the **Learning Plan** tab
 - b. In the **My Requests** section look under **Approved and In Progress**
 - c. Click on the title of the activity you want to drop
 - d. Under **Actions** click the red **Drop** link

Accessing Your Portfolio to Document Continuing License Requirements

1. Click the **My Portfolio** link in the navigation bar along the left side of the screen.
2. Under **Licensure**, in the navigation bar along the left side of the screen, click **View Records**. This view includes the Delaware Renewal Options which will help you complete the Continuing License requirements.
3. When you are finished working in My Learning Plan, click **Logout** at the top of the screen.

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