

My Learning Plan FAQ's

Q: How do I access My Learning Plan?

A: The login page can be accessed by going <http://www.MyLearningPlan.com>

Q: How can I change my password?

A: From the *Learning Plan* Tab scroll down the list on the left side of the page and click *Change Password*. On the new window, enter your current password and then enter and re-enter your new password. Make sure to click *Save* to make the change.

Q: Where can I find all of my completed activities?

A: From the *Learning Plan* Tab click on *My Portfolio*. This page will display all activities submitted in My Learning Plan by fiscal year. Click the title of the activity to see more detail.

Q: I recently was assigned to another building at my district. How can I edit my account information?

A: From on the *Learning Plan* Tab click on *My User Profile* under the Account Options section. Select the new building by click the mouse on the box to the left of the building. To deselect a building, click on the check mark next to the building. Once all changes have been completed, be sure to click the *Save* button at the bottom of the form.