



Creating an Account Using My Learning Plan

We use [MyLearningPlan.com](http://www.mylearningplan.com) for all courses, conferences and workshops. Each teacher is granted an account at the time of appointment.

Step 1: Launch browser and open <http://www.mylearningplan.com>

Step 2: Select the LOGIN button in the top right corner of the screen

Step 3: Login using the following convention
(unless you've changed your username/password)
Username = full email address

Password = changeme

Example: John Doe's email is jdoe@lakelandschools.org

Username = jdoe@lakelandschools.org

Password = changeme

Step 4: Change your password. Click the link at the bottom left.

Step 5: Update the "User Profile" by clicking the link called "My User Profile"
Verify all information on the screen (name, building assignment, department assignment, grade level). Input your email address in the field that is provided and set approval notification options. When finished, click the SAVE button at the bottom of the screen

Step 6: Return to the main screen by selecting the "Learning Plan" tab along the top.

Step 7: Click the "District Catalog" link to register for any upcoming activities.

Step 8: To view a tutorial, click the link below:
http://www.mylearningplan.com/olt/TGEN_Intro.html

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