

MY LEARNING PLAN: FOR CCRES EMPLOYEES

This is the web-based system for recording and reporting your staff development activities.

To log into *My Learning Plan*, follow the step-by-step instructions below:

1. Open the MLP web page at www.mylearningplan.com.
2. Enter your User Name and Password (they are the same) as follows:
User Name = first initial, last initial, last six digits of your Social Security number.
Password = first initial, last initial, last six digits of your Social Security number.
For example: John Doe, with a SSN of 923-87-6543, signs in as:
User Name = *jd876543*
Password = *jd876543*
3. Click on LOG IN.
4. To receive email notifications from the system regarding cancellations:
 - Click on My User Profile (under *My Info* in left column).
 - Enter your email address.

To Register for REQUIRED CCRES courses:

Under Activity Catalogs:

- **Click on District Catalog.** This catalog lists workshops for CCIU employees only and for CCRES employees. If you are an employee with CCRES only, register for those courses listed as H&CS (Home and Community Services) Trainings.

To Check on your activities:

- Click on My Portfolio

My Learning Plan
Plan » Manage » Learn » Evaluate

Help Logout

LearningPlan

Chester County Intermediate Unit

My Info:

- My Portfolio
- My Personal Goals
- My Certificates

Activity Catalogs:

- District Catalog
- CCIU Catalog
- Calendar

Fill-In Forms:

- Employee Development
- Tuition Reimbursement

Account Options:

- My User Profile
- Change UserName
- Change Password

My Requests - Jane Doe

Awaiting Pre-Approval

- » None

Approved and In Progress

- » None

Awaiting Final Approval

- » None

Most Recently Completed

- » Floortime Training (Chester) - 12/8/08 (H&CS Training)
- » [view **My Portfolio** for full list]

- Click on “View Current Year” or “View All.”

Chester County Intermediate Unit

Portfolio Views:

- View Current Year
- View Licensure
- View By Purpose
- View By Goal
- View All

Transcript:

Print PDF

In Progress:

- View In Progress
- View Denied Requests

Download to Disk:

Excel Format

My Portfolio - Jane Doe

Completed Activities:

Date Completed	Activity Title	Hours	Credits
2008-2009			
12/8/2008	Floortime Training (Chester) - 12/8/08 (H&CS Training)	2.00	0.00
	Sub-Total	2.00	0.00
	TOTALS	2.00	0.00

BACK

You should be able to see any activity that has been "Completed" by the registrar.