



Getting Started with MyLearningPlan PDMS

Congratulations! Your organization is implementing MyLearningPlan PDMS (the pioneer Professional Development Management System) to support your professional learning and growth. Please follow the steps below to get started.

1. Access the internet and go to **http://www.mylearningplan.com**.
2. Enter your Login information on the main screen and click the “Login” button to enter the site (Norwich Username = Email address, Password = eSchool or assigned password – these will not change)

Note: Passwords used for MLP/OASYS are either your eSchool password or have been assigned to you. Please do not change password.

3. You may be prompted to complete your “User Profile” to verify that your name, building, department are accurate. Choose submit. You will receive a “Form Saved” message confirming success.
4. From the main “Learning Plan” screen, you can also:

a. Browse the District Catalog/BOCES Catalog, etc:

- i. Click the “District Catalog”, DCMO Catalog or CRTC links.
- ii. Browse the offerings/ and click the title of an activity of interest.
- iii. Click the activity to request enrollment/approval for the activity
- iv. Complete the process/form and submit it. (**Do not** use the Outside Request form for these catalogues.)
- v. Once you have attended the event you need to return to MLP and on LearningPlan tab, under Approved **and/or In-Progress** choose manage, complete the **NCS D Staff Development Report Form** and click save. This generates an email for the administrator to mark your Activity Complete. (Venue has to confirm attendance before you can complete this.)
- vi. The activity will then appear on your LearningPlan Tab in the “My Requests” section.

b. Submitting an Outside Request Form:

- i. Click the form link under Fill-in Forms on the left side. (Outside Request Form)
- ii. Complete and submit the form.
- iii. The activity will appear on your LearningPlan Tab in the “My Requests” section. Clicking on the title of the activity will indicate the approval status.
- iv. Once you have attended the event you need to return to MLP and on LearningPlan tab, under **Approved and/or In-Progress** choose manage, complete the **NCS D Staff Development Report Form** and click save. This generates an email for the administrator to mark your Activity Complete.

c. View your Portfolio:

- i. Click the My Portfolio Link to view all of your professional development.
 - ii. Use the Left Navigation to view your activities based on different criteria.
5. To learn more about using MyLearningPlan PDMS, please enter the Help Center (top right corner of the screen upon login) to access video tutorials, manuals, and webinars.