MyLearningPlan

Plan ➡ Manage ➡ Learn ➡ Evaluate

MyLearningPlan is a web based program to manage professional development activities for educators.

- **Go to** www.mylearningplan.com

- **Log-in**

  User ID: GroupWise email e.g. *dmaggiac@mail.nasboces.org*

  Password: changeme (Please change this to your unique password)

- **Change password:**
  - On the left navigation bar click on Change password
  - Enter your present password (changeme)
  - Type your new password and confirm it

- **Review your profile**
  - Click on **My User Profile**
  - Please make sure that all information here is correct
  - You must have **ONE** building and a department selected
  - If your e-mail address is incorrect, please correct it and notify Dina Maggiacomo since this is your user ID
  - Don't forget to **SAVE** changes

- **Fill-In Forms:**

  Fill out requests for courses (same process as the paper forms). Forms can be saved as draft if not completed. Once complete, submit the form for approval. All requests for approval will be routed to your principal, the executive director of the department and Human Resources.

Only HR can approve or deny a course. If you have chosen to receive email notifications of the status of requests (on Your Profile), you will receive notice through GroupWise. You can also track your course requests on your My Learning Plan account).

- **Teacher Approval**
- **PT Course Approval**
- **OT Course Approval**
- **Pre-Approved Courses**
  - Courses on the pre-approved list do not require approval and, therefore, do not get routed to anyone for pre-approval. The pre-approved list is available in every school and is posted and updated on the Nassau BOCES Employee website at http://nassauboces.org/employees/profdev/

- **Mentor Log Form** – To be submitted by the Mentor
- **175 Prof Dev log –** Only for professional certificate holders
    - Professional certificate holders are required to complete 175 hours of professional development every 5 years.
    - Nassau BOCES will be submitting the 175 professional development hours through MLP each year.
      To view your certification status, go to TEACH at
      http://www.highered.nysed.gov/tcert/teach/.

Note:
- For all forms, please fill out course information, course dates, provider, description, purpose (select as many as apply), and if applicable, course website
- We will not be using the Goals and Objectives section for now
- In the comments section put in your justification for taking the course

Calendar:
There is a built-in calendar. This will not be automatically
populated but each user can add his or her personal events and activities.

My Portfolio
This is where one can track his or her own courses or activities.

If you have any questions contact Dina Maggiacomo at 516-396-2473
dmaggiac@mail.nasboces.org.