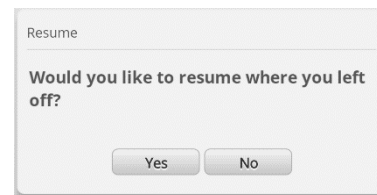
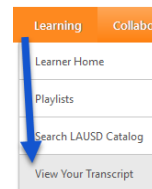




How to Access and Complete this Online Training

Participants must use a current version of Firefox or Chrome web browsers configured to [allow cookies and pop-ups](#). Please contact the [ITD Helpdesk](#) for assistance with configuring MyPLN requirements on your laptop or desktop.

1. Go to <http://achieve.lausd.net/mypln>.
2. Click the **Login to MyPLN** button.
 - a. Enter your full LAUSD email address and password.
3. Hover over the **Learning** menu and click **View Your Transcript**.
4. In your **Active** transcript, click the training's **Open Curriculum** button:
 - a. Review the training description and related information;
 - b. There may be knowledge checks within the training that must be completed;
 - c. Be aware that MyPLN tracks your progress in the training and you cannot fast-forward.
5. Click the **Activate** button, then the **Launch** button.
6. Review MyPLN Online Course Requirements and click the **Agree** button at the bottom.
7. If you need to close the training window BEFORE completing the video, please note:
 - a. When you return to complete the course, you will be prompted with the option to resume (if the training has sections, it will usually resume at the beginning of the section you left);
 - b. Selecting **No** will restart the course from the beginning with no option to return where you left off.



8. If the training has an assessment, once the training module is completed the **Launch Test** button is made available:



- a. Click on the **Launch Test** button;
- b. Review the Examination Instructions and click the **Continue** button to begin the assessment;
- c. If retakes are allowed, you may click on the **Retake** button to enable subsequent attempts of the assessment, until the required passing score percentage is achieved.



9. To access a training certificate:

- a. Return to your **Active** transcript;
- b. Select your **Completed** transcript;
- c. Click on the training's **View Certificate** button.

