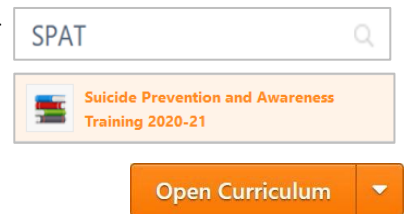# How to Access and Complete this Online Training

Participants must use a current version of Firefox or Chrome web browsers that allows cookies and pop-ups.
Please contact the ITD Helpdesk for assistance with configuring MyPLN requirements on your laptop or desktop.
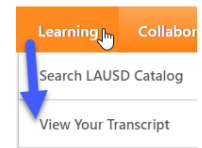
The Suicide Prevention and Awareness Training is made available via auto-enrollment (LAUSD employees are auto-enrolled) and self-enrollment (others can Search/Register).

1. Launch ONLY a Firefox or Chrome browser and go to http://achieve.lausd.net/mypln. Click the **Login to MyPLN** button and enter your full LAUSD email address and password.

2. *Search/Register*: Type 'SPAT' keyword in the search field located in the upper-right hand corner of the Home page.
   a. In the search results, click the title for the *Suicide Prevention and Awareness Training 2020-2021*
   b. In the Learning Details screen, click the **Open Curriculum** button.
   c. Continue to Step 4.

3. *Auto-enrolled*: Hover over the **Learning** menu and click **View Your Transcript.**

4. From your **Active** transcript, click on the training's **Open Curriculum** button. Review the training description and related information.

5. Click the **Activate** and **Launch** buttons, then click the arrow icon to start the video.

6. Review MyPLN Online Course Requirements and click the **Agree** button at the bottom.

7. After the training module is successfully completed, the **Launch Test** button will enable.
   a. Click on the **Launch Test** button.
   b. Review the Examination Instructions and click the **Continue** button to begin the assessment.
   c. You may click on the **Retake** button until a 100% passing score is achieved.

8. To access a training certificate, return to your **Active** transcript.
   a. Select your **Completed** transcript.
   b. Click on the training's **View Certificate** button.

   c. How to access your certificate video: click here.