Step-by-Step Guide to Register

You must log into your M-DCPS employee portal before accessing *MyLearningPlan*.

1. Once logged in, go to *Applications and Sites*.
2. Click on *MyLearningPlan*.
3. Click on the *Activities Catalog* link to view the District’s PD Offerings.
4. Search for courses using the *District Catalog* function or the *Calendar* function.
5. Click on the course title to register.
6. Click *Sign Up Now* or *Join Wait List*.

**Note:** Being placed on the Wait List means that the course has prerequisites and the instructor has to approve your registration OR that the course has reached capacity and if a registered participant drops the course, then the first person on the wait list will be automatically registered.

7. The status of all your requests will appear on the dashboard.

System will alert participant if there is a schedule conflict, but will not prevent participant from registering.

Registering for multiple sessions of the same course may cause registration to be denied.