MyLearningPlan – How to print an activity certificate after you have attended an event

From the <u>www.liu18.org</u> webpage navigate to the <u>MyLearningPlan</u> link under employee resources

MyLearningPlan is now part of Frontline Education Looking for MLPElevate? Sign in here.
Luzerne Intermediate Unit 18 Not your district? Username Password Login help Login

Once you login navigate to the My Portfolio in the left hand navigation

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✓ My Requests - TY YOST						
Actions	Activity Title	Start Date	End Date		FormName	
□ Save as Draft (0 Record(s))						
no records						
norecoldo						
Wait List (0 Rec	ord(s))					
- no records -						
Pending Prior A	pproval (0 Record(s))					
no records						
- 10 1600103 -						
☐ Approved and/o	or In-Progress (1 Record(s))					
Manage	TEEAP STEM Conference	10/26/2017	10/26/2017		Conference Rec	juest
Instructor Has (Confirmed Attendance (0 Record(s))					
	My Requests Actions Save as Draft (0 - no records Wait List (0 Rec - no records Pending Prior Al - no records Approved and/o Manage Instructor Has (0	My Requests - TY YOST Actions Activity Title Save as Draft (0 Record(s)) - no records - Wait List (0 Record(s)) - no records - Pending Prior Approval (0 Record(s)) - no records - Approved and/or In-Progress (1 Record(s)) Misnege TEEAP STEM Conference Instructor Has Confirmed Attendance (0 Record(s))	• My Requests - TY YOST Actions Activity Title Start Date G Save as Draft (0 Record(s)) - no records - Wait List (0 Record(s)) - no records - Wait List (0 Record(s)) - no records - Pending Prior Approval (0 Record(s)) - no records - Approved and/or In-Progress (1 Record(s)) - no/fecord(s) Manages TEEAP STEM Conference 10/26/2017 Instructor Has Confirmed Attendance (0 Record(s)) -	• My Requests - TY YOST Actions Activity Title Start Date End Date G Save as Draft (0 Record(s)) - - - - no records - - - - Wait List (0 Record(s)) - - - - no records - - - - Pending Prior Approval (0 Record(s)) - - - no records - - - Approved and/or In-Progress (1 Record(s)) - 10/26/2017 Manages TEEAP STEM Conference 10/26/2017 10/26/2017 Instructor Has Confirmed Attendance (0 Record(s)) - - -	• My Requests - TY YOST Actions Activity Title Start Date End Date G Save as Draft (0 Record(s)) - - - - no records - - - - Wait List (0 Record(s)) - - - - no records - - - - G Pending Prior Approval (0 Record(s)) - - - - no records - - - - - G Pending Prior Approval (0 Record(s)) - - - - no records - - - - - G Approved and/or In-Progress (1 Record(s)) - 10/26/2017 10/26/2017 Manage TEEAP STEM Conference 10/26/2017 10/26/2017 10/26/2017	My Requests - TY YOST Actions Activity Title Start Date End Date FormName Save as Draft (0 Record(s)) - no records - Wait List (0 Record(s)) - no records - Pending Prior Approval (0 Record(s)) - no records - Approved and/or In-Progress (1 Record(s)) TEEAP STEM Conference 10/26/2017 10/26/2017 Conference Rec Instructor Has Confirmed Attendance (0 Record(s))

From the My Portfolio Display select the activity you would like to print a certificate from and click the blue name of the activity

L My Info	My Portfolio - TY YOST				
View Current Year	+ Completed:				
View All	Date Completed Title	Hours	Credits		
View Licensure		11000			
View By Purpose (current)	3 2017-2018 (3 Records)				
View Br Cost	10/17/2017 Second Annual Tinker Expo	7.00	0.00		
Manufa Basanan	1002/2017 ERAJE Training	5.00	0.00		
view in Progress	Uarzarzu 17 Paans - September	22.00	0.00		
View Denied Requests			4144		
* 🔯 Transcript	□ 2016-2017 (13 Records)				
Print PDF	05/11/2017 CPE Review Training	0.00	0.00		
Download Transcript to Excel	05/10/2017 "Igniting Innovation in the Classroom"	5.00	0.00		
Commond management cacer	05/09/2017 LIU STEM Leadership Academy	5.00	0.00		
 Instructors 	03/24/2017 Palms Palu-CC Meeting	8.00	0.00		
My Activities	01/27/2017 PAIMS January Meeting	25.00	0.00		
	12/02/2016 PAIMS Meeting	12.00	0.00		
	11/11/2016 TEEAP Conference	10.00	0.00		
	10/27/2016 One Conference	4.00	0.00		
	10/21/2016 PA EES Fall Mini Conference	4.00	0.00		
	10/20/2016 PAHLI Fall Workshop	5.00	0.00		
	09/27/2016 STEM Leadership Academy	4.00	0.00		
	09/23/2016 PAMS	10.00	0.00		
	08/22/2016 Opening Day In-service 2016	6.00	0.00		
		98.00	0.00		

Once you are in the Activity Details screen you will see the option to Print certificate at the bottom of the screen.

Professional Development	▼ 0	▼ Opening Day In-service 2016					
🛛 🚣 My Info							
My Portfolio	0.50	aing Day In service	2016		Dates: 08/22/2016		
My File Library	Oper	ing Day in-service	2010		Status: Completed Act 48: Completed		
Activity Catalogs							
District Catalog	•	i Meeting(s)					
Calendar	#	Date	Time	Location			
Luzerne IU	1.	Mon Aug 22, 2016	8:00 am to 3:30 pm	Wyoming Area Secondary School			
IU13 Catalog	Our (Opening Day In-servi	ice will be held on Monday	August 22, 2016. The location is at the \	Wyoming Area Secondary School		
RIU6	camp	campus, 20 Memorial Street, Exeter, PA. Smoking is prohibited on the entire campus. Registration will begin at 7:30 AM and dismissal will be at approximately 3:30 PM					
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MCIU Catalog							
MCIU Catalog BCIU Catalog				Hours: 6.00 Program: LIL	J Internal Catalog Form: Catalog Registra		
MCIU Catalog BCIU Catalog CCIU Catalog		oproval Status		Hours: 6.00 Program: LIL	J Internal Catalog Form: Catalog Registra		
MCIU Catalog BCIU Catalog CCIU Catalog		oproval Status Administrator	Approval Type	Hours: 6.00 Program: LIL	J Internal Catalog Form: Catalog Registra		
MCIU Catalog BCIU Catalog CCIU Catalog Fill-In Forms Conference Request	- Ap	Administrator	Approval Type Final Approval	Hours: 6.00 Program: LIL Comments	J Internal Catalog Form: Catalog Registra		
MCIU Catalog BCIU Catalog CCIU Catalog S Fill-In Forms Conference Request Course/Tuition Approval	▼ Ap # 1	Administrator	Approval Type Final Approval	Hours: 6.00 Program: LIL Comments	J Internal Catalog Form: Catalog Registra Status ppropriate approver(s) listed above.		
MCIU Catalog BCIU Catalog CCIU Catalog CCIU Catalog Fill-In Forms Conference Request Course/Tuition Approval	 ✓ Ap # 1 	Administrator	Approval Type Final Approval ny questions regarding the a	Hours: 6.00 Program: LIL Comments	J Internal Catalog Form: Catalog Registra Status ppropriate approver(s) listed above.		
MCIU Catalog BCIU Catalog CCIU Catalog CIU Catalog Fill-In Forms Conference Request Course/Tuition Approval X Account Options My User Profile	+ Ar	Administrator	Approval Type Final Approval ny questions regarding the a	Hours: 6.00 Program: LIL	J Internal Catalog Form: Catalog Registra Status ppropriate approver(s) listed above.		
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MCIU Catalog BCIU Catalog CCIU Catalog CCIU Catalog CIU Catalog Fill-In Forms Conference Request Course/Tuition Approval Course/Tuition Approval X Account Options My User Profile Change Password	* Ap	Administrator If you have an ctions ew/Print Form	Approval Type Final Approval ny questions regarding the a	Hours: 6.00 Program: LIL Comments oproval of this request, please contact the ap	J Internal Catalog Form: Catalog Registra Status ppropriate approver(s) listed above. File		

Once you select the button MyLearningPlan will generate a PDF certificate and place it in your downloads. Where this is depends on your web browser. Chrome will deposit it in the lower left of the screen while Firefox uses an arrow in the upper right toolbar.

Professional Development	✓ Opening Day In-service 2016					
👻 👆 My Info						
My Portfolio	Operation Data Angeles 2010					
My File Library	Status: Completed					
👻 🛄 Activity Catalogs	Opening certificate.pdf Act 48: Creation PDE					
District Catalog	You have chosen to open:					
Calendar	# C Certificate.pdf					
Luzerne IU	1. U which is: Adobe Acrobat Document (4.7 KB)					
IU13 Catalog	Our Ope from: https://www.mylearningplan.com It the Wyoming Area Secondary School					
RIU6	campus. What should Firefox do with this file? Registration will begin at 7:30 AM and dismissa					
MCIU Catalog	Open with Adobe Acrobat DC (default)					
BCIU Catalog	Save File					
CCIU Catalog	✓ Appro					
🗧 📝 🛛 Fill-In Forms	# / Status					
Conference Request	1					
Course/Tuition Approval	OK Cancel the appropriate approver(s) listed above.					
 X Account Options 						
My User Profile	- Actions					
Change Password						
	View/Print Form 🚺 Download Calendar File 🚺					
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Once you open this file you can print the certificate.