

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

From the www.liu18.org webpage navigate to the [MyLearningPlan](#) 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

Learn more about the [PD and Evaluation](#) feature.

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

Luzerne Intermediate Unit 18

Professional Development

- My Info
- My Portfolio
- My File Library
- Activity Catalogs
 - District Catalog
 - Calendar
 - Luzerne IU
 - IU13 Catalog
 - RIU6
 - MCIU Catalog
 - BCIU Catalog
 - CCIU Catalog

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))				
Manage	TEEAP STEM Conference	10/26/2017	10/26/2017	Conference Request
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

Luzerne Intermediate Unit 18

My Info

- View Current Year
- View All
- View Licensure
- View By Purpose (current)
- View By Goal
- View In Progress
- View Denied Requests
- Transcript
 - Print PDF
 - Download Transcript to Excel
- Instructors
 - My Activities

My Portfolio - TY YOST

- Completed:

Date Completed	Title	Hours	Credits
2017-2018 (3 Records)			
10/17/2017	Second Annual Tinker Expo	7.00	0.00
10/02/2017	ERATE Training	5.00	0.00
09/29/2017	PHMS - September	10.00	0.00
2016-2017 (13 Records)			
05/11/2017	CPE Review Training	0.00	0.00
05/10/2017	"Igniting innovation in the Classroom"	5.00	0.00
05/09/2017	LIU STEM Leadership Academy	5.00	0.00
03/24/2017	Pאים Pailu-CC Meeting	8.00	0.00
01/27/2017	PHMS January Meeting	25.00	0.00
12/02/2016	PHMS 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	PHLJ Fall Workshop	5.00	0.00
09/27/2016	STEM Leadership Academy	4.00	0.00
09/23/2016	PHMS	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.

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- Account Options
 - My User Profile
 - Change Password

Opening Day In-service 2016

Activity Details

Opening Day In-service 2016 Dates: 08/22/2016
Status: Completed
Act 48: [Remove from PDE](#)

1 Meeting(s)

#	Date	Time	Location
1.	Mon Aug 22, 2016	8:00 am to 3:30 pm	Wyoming Area Secondary School

Our Opening Day In-service will be held on Monday, August 22, 2016. The location is at the Wyoming Area Secondary School 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 3:30PM.

Hours: 6.00 | Program: [LIU Internal Catalog](#) | Form: Catalog Registration

Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Actions

[View/Print Form](#) [Download Calendar File](#) [Print Certificate](#)

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.

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Actions

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Opening certificate.pdf

You have chosen to open:

certificate.pdf
which is: Adobe Acrobat Document (4.7 KB)
from: <https://www.mylearningplan.com>

What should Firefox do with this file?

Open with [Adobe Acrobat DC \(default\)](#)

Save File

Do this automatically for files like this from now on.

OK Cancel

Once you open this file you can print the certificate.