

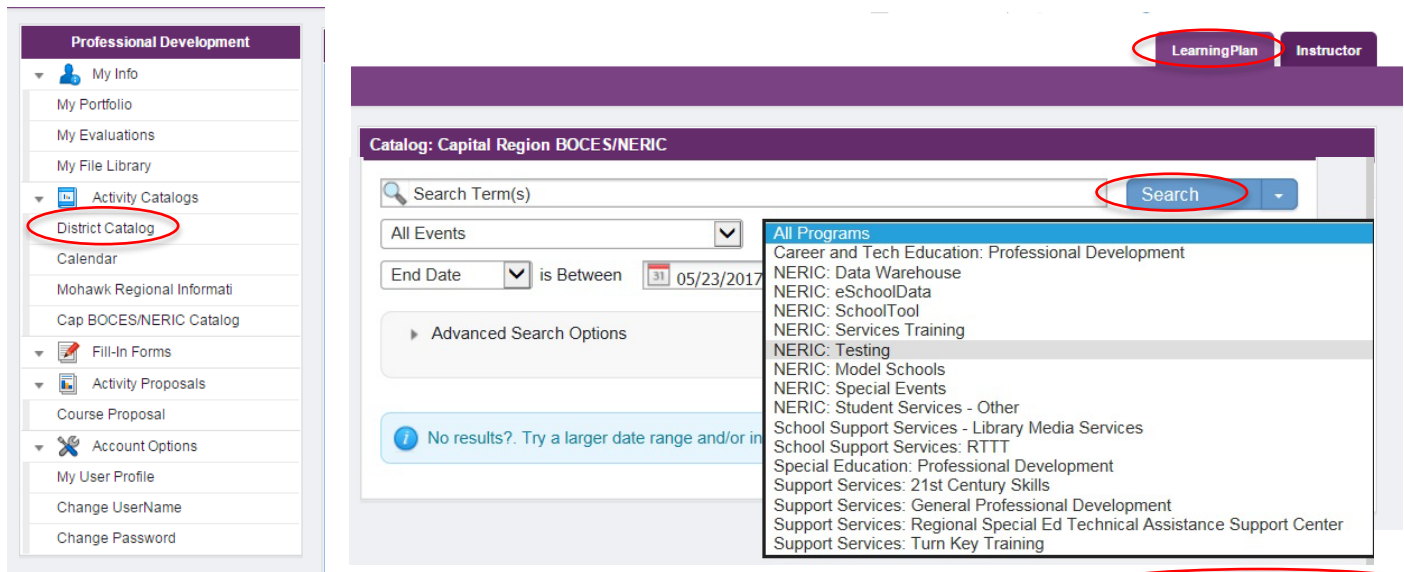


# How to use My Learning Plan/Frontline for NERIC Meetings and Professional Development

Click [here](#) to login or you will get a direct link to the course sent to you. Make sure it says "Professional Growth" at the top. Username is your email address, and if you forgot your password click on "I forgot my password"



To browse for courses/meetings, make sure you are in the Learning Plan tab, click on District Catalog and choose to search a term or search by Program using the drop down, then click Search.

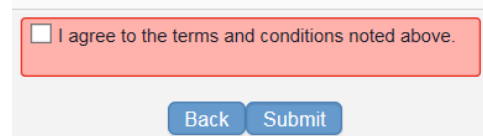


To sign up for a course click on the Name (blue), this is the link you use to register for the course. [3. Gateway to Blended Learning - Online](#)

To enroll click on the blue Enroll button at the bottom of this page. Make sure to complete all the needed personal information, then click Update and Continue button. You only need to create an account once.

**\*If you have NEVER taken a class thru MLP, you register by enrolling in a course\***

Review all of the class information and if you want to enroll check the box to agree to terms and conditions and click "Submit"



You will receive a **Course Registration Confirmation** email as soon as you register, then once you are approved you will receive a **Registration Notice** email letting you know you have been enrolled.

To view this course click back on the LearningPlan tab and you should see it listed – click on the Manage button next to the name.



You may be requested to complete an Evaluation **before** you can access your certificate. Scroll to the bottom of the page to find your available Actions. Included are "Print Certificate".

