



## How to Search for and Enroll in an Online Training

*Firefox or Chrome is recommended. Do NOT use Internet Explorer.* Before you begin, please ensure your computer meets MyPLN requirements. For complete requirements, click <u>here</u>.

- 1.Go to: <u>http://achieve.lausd.net/mypln.</u>
- 2.Select the Login to MyPLN button.



- 3.Enter your user name and password as directed below and then select the **Sign in** button. -User Name: Enter your *complete* LAUSD email address (i.e., john.doe@lausd.net).
  - -Password: enter LAUSD single sign-on password.
- 4.Click on the **Search** tile. In the Global Search, enter the Keyword **'CAAT'** to find the training, then click the title to select it.

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0	Training results (1)		
	2018/2019 Fall Child Abu	se Awareness Training	
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5. Click the **Request** button to be assigned the training.



6. This will take you to your **Transcript** where you can view information about face to face trainings you are enrolled in and launch training content (e.g., videos, materials, etc.).

Your transcript displays your complete learning history for MyPLN.			
Active  By Date Added  All Types  Search Results (4)		Search for training	Q
2018/2019 Fall Child Abuse Awareness Training Due: No Due Date Status: Registered	You are registered!	Open Curriculum	-

Need assistance with MyPLN?

Please call (213) 241-5200 option 4, then option 1 or <u>click here</u> to submit your request online.