



## 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 [here](#).**

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



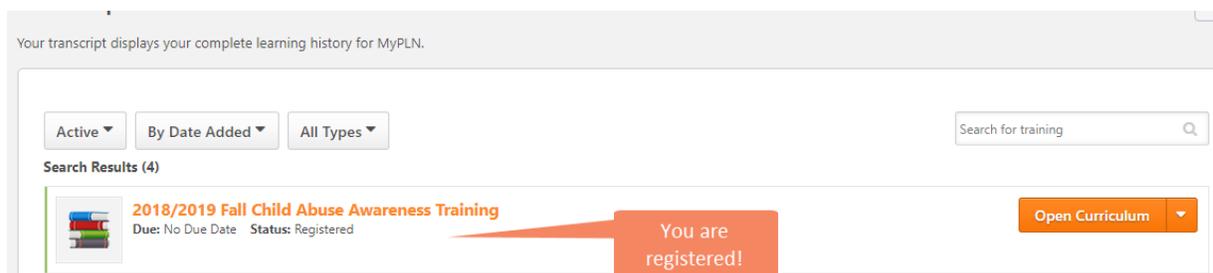
3. Enter your user name and password as directed below and then select the **Sign in** button.
  - User Name:** Enter your **complete** LAUSD email address (i.e., john.doe@lausd.net).
  - Password:** enter LAUSD single sign-on password.
4. Click on the **Search** tile. In the Global Search, enter the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



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.).



Need assistance with MyPLN?

Please call (213) 241-5200 option 4, then option 1 or [click here](#) to submit your request online.