

MyLearningPlan OASYS

MLPOASYSSM

Getting Started: Educator

Congratulations! Your organization is implementing MyLearningPlan OASYS to streamline management of professional evaluation, learning, and growth. The purpose of this resource is to provide a quick-reference resource for the basic educator functions in MLPOASYS.

- 1) Access the internet and go to <http://www.mylearningplan.com>.
- 2) Enter your Login information on the main screen and click the “Login” button to enter the site (typically Username = email address, Password = changeme).
- 3) You may be prompted to complete your “User Profile” to verify that your account information and preferences are accurate. Make any changes and save the form. You will receive a “Form Saved” message.
- 4) From the main “Learning Plan” screen, you can also:
 - a) **Manage your performance evaluation forms:**
 - i) Scroll down to the green My Evaluation section.
 - ii) View your forms, which are organized by status.
 - iii) Open, review, complete and submit, and acknowledge forms with the blue quick links.
 - iv) View or accept schedule requests.
 - b) **Upload artifacts:**
 - i) Click the My Evaluations link from the top of the left section of the navigation bar.
 - ii) Click the Artifact Files link.
 - iii) Click the green Add Artifact button.
 - iv) Complete the fields and use the blue “up arrow” to browse and select the desired file.
 - v) Click Save.
 - c) **View current and past evaluation cycles:**
 - i) Click the My Evaluations link from the top of the left section of the navigation bar.
 - ii) Click the Evaluation (Cycle Dates) link. (If this is your first cycle, you will see only the current one.)
 - iii) View your evaluation components and use the “plus” symbol to expand them to view the forms.
 - iv) View to complete/submit your forms and view forms that have been submitted by an evaluator.
- 5) To learn more about using MyLearningPlan OASYS, please log into the system and then [Click here to view the End User Tutorial video](#), and access additional support from the online Help Center (top right corner of the screen upon login) to view video tutorials, manuals, and webinars.