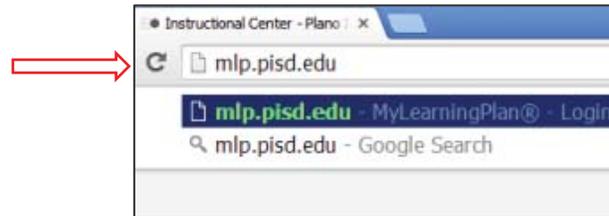


Login / Install MLP / Set Up or Edit User Profile

Login

- Launch **Google Chrome**
- Enter **mlp.pisd.edu** in the browser bar
- Press **Enter**

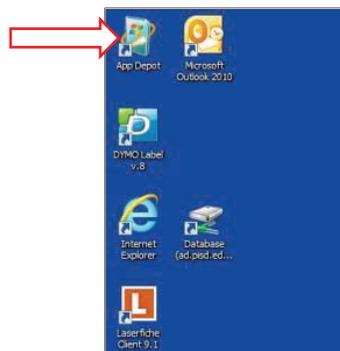


- Enter your **network user login**
- Press **Login**



Or if preferred Install App

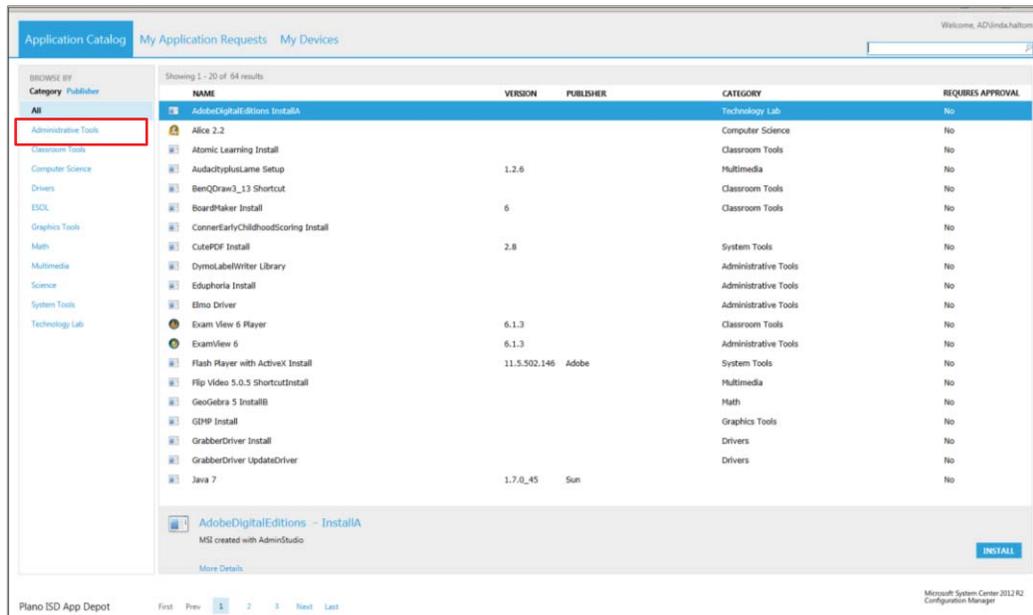
- Select **APP DEPOT**



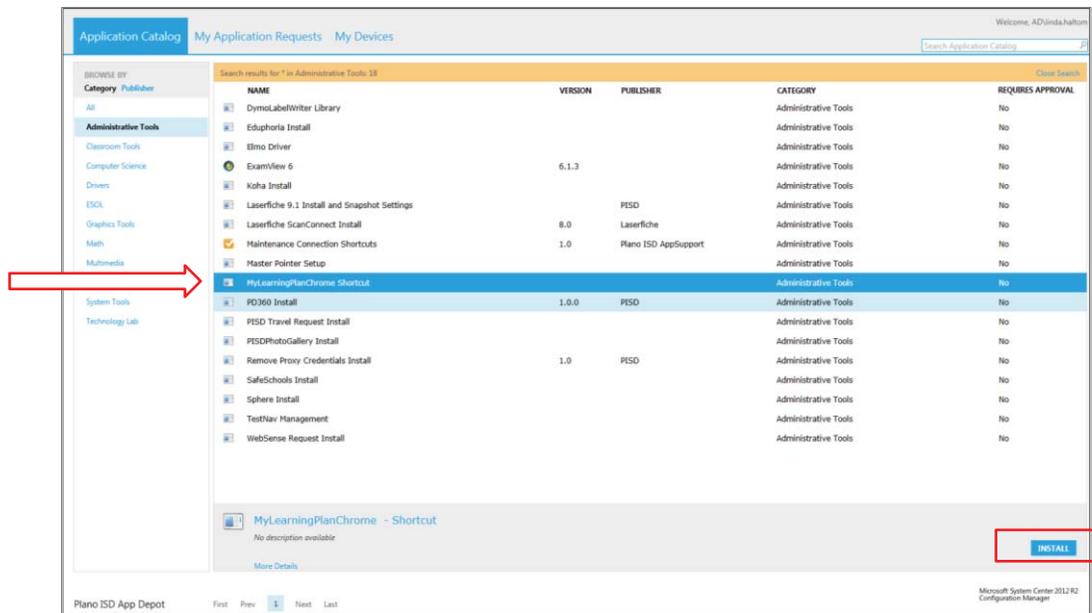
- Click on **Find Additional Applications** from the Application Catalog.



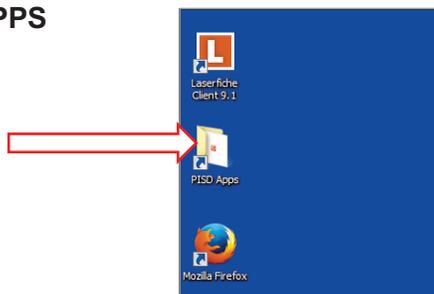
- Click on **Administrative Tools**



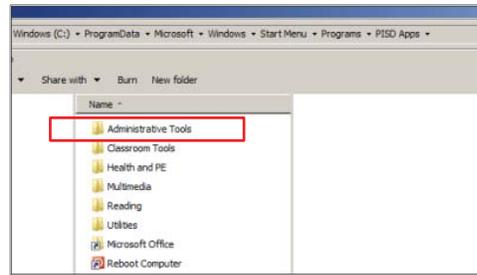
- Scroll to **My Learning Plan Chrome Shortcut**. Click **INSTALL**, follow prompts.



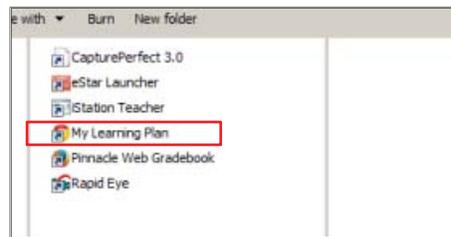
Select **PISD APPS**



- **Select Administrative Tools**



- **Double click My Learning Plan**

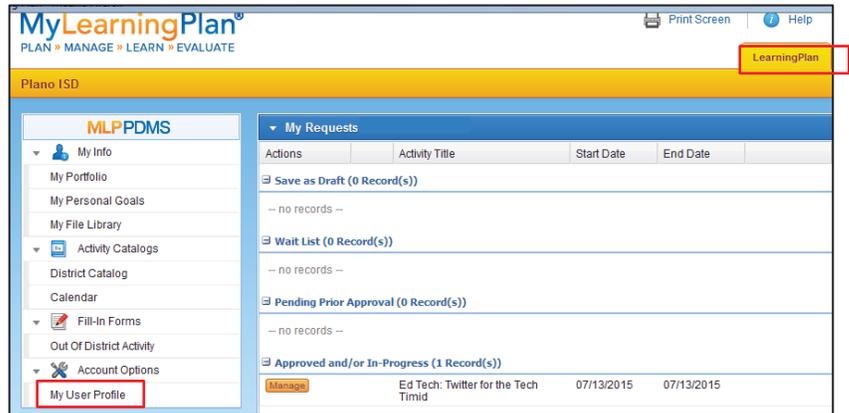


- **Enter your Network Login info.**
- **Press Login**

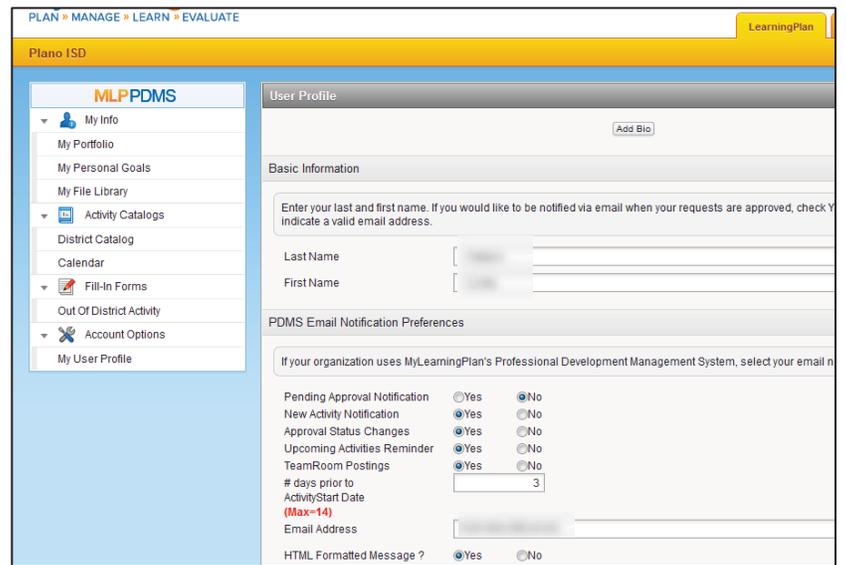


User Profile – Set Up and Edit

- Select **LearningPlan** tab, then **My User Profile**



- Do not change your name. Set "Pending Approval Notification" to **NO**. Set all other buttons to **YES**. Enter your **PISD EMAIL ADDRESS**. Enter 3 days or more for email reminders. (Do not enter 0.)



- Verify or select your building. You may select multiple buildings.

Campuses are alphabetical by:

ECS – Early Childhood School
 ES – Elementary School
 HS – High School
 MS – Middle School
 SHS –Senior High School

Shiloh / Cox Itinerant Staff do not select each campus served. Instead, select:

ADMIN Cox **or** ADMIN Shiloh

- Select **DEPARTMENTS**. Select the group(s) your Principal, Director, Coordinator, or Program Manager has created for you. You may be asked to select more than one.
- Scroll down to **GRADES**. Only secondary teachers select this item. All other district staff including ECS, elementary teachers, campus and district administrators, para-professionals, nurses, counselors, and librarians do not select grades.

- Click **SAVE**, then **RETURN**.