

Logging in to MyLearningPlan

Logging into **MyLearningPlan** requires a username and password. If this is your first time ever logging into **MyLearningPlan**, contact your organization's **MyLearningPlan** administrator to obtain your username. Review any **MyLearningPlan** documentation that they may have provided.

If you do not remember your user name or password, click the Login help at www.MyLearningPlan.com.

Registered User Login

Username:

Password:

Retrieve Password

Step One

Your User Name convention is initially established by your organization. Refer to your organization's documentation or check with your organization's MyLearningplan administrator to which convention you should use.

Here are some common examples:

Your email address

Example 1: Tom Jackson at Great River School District = **tjackson@greatriver.k12.ny.us**

Example 2: First Initial + Last Initial + Last 6 digits of your employee number
Tom Jackson ID 123-45-6789 = **TJ456789**

Example 3: First Initial + LastName + Last 4 of Employee Number
Tom Jackson ID 123456789 = **tjackson6789**

Step Two

Enter your User Name below OR Email Address and click Submit to have your password immediately emailed to the address specified in your User Profile.

User Name:

OR

Email:

If you continue experiencing difficulty, review the following steps:

Log in to **MyLearningPlan**.

Enter a username and password in the Login box at www.MyLearningPlan.com.

Try the following steps if you know your username/password, but still can't log in.

If you have verified your username/password, please try the following:

- If you are using AOL as your internet provider, do NOT use the AOL web browser. Once you connect to AOL, do NOT click the *INTERNET* menu item. Instead, manually launch Internet Explorer and go to www.MyLearningPlan.com.
- Verify your browser settings in Internet Explorer.
- Clear out all Temporary Internet Files and Cached Objects. To do this, open Internet Explorer (IE), click on the Tools menu, then Internet Options.
 - (If using a Macintosh computer running **Operating System 9.1 or earlier**, click on the **Edit** menu item and then choose **Preferences**.)
 - (If you are using a Macintosh computer running **Operating OS X or later**, click the **Explorer** menu item and then choose **Preferences**.)
- On the **General** tab, press the **Delete Cookies** button, click **OK/YES** to any confirmation messages.
- For more information on supported and compatible browsers that can be used with **MyLearningPlan**, please see "supported browsers" in the solutions section..