

How to Register Classes in Historical PD:

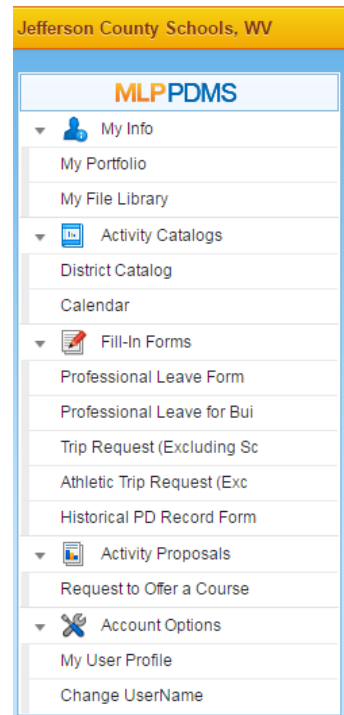
To register a course that you attended into My Learning Plan - Please follow the directions below:

1. Go to the following website: www.mylearningplan.com (Please use Firefox or Chrome Internet Browser)



2. Use your JCS Employee Identification Number (EIN). Username: Your JCS EIN # (93700XXXX)
Password: 00XXXX (Last 6 digits of your JCS EIN #)

3. Upload Documentation of Class Attendance in My File Library:



4. Click the link Historical PD Form:

5. Once at the bottom of the Historical PD Form: Check the box of the document you want to show as evidence of attending class.

6. Submit Form