

How to Access MyPLN and Register for Peer Assistance and Review (PAR) Training Sessions

- 1. Go to the MyPLN website: http://achieve.lausd.net/mypln
- 2. Click the Log in button.



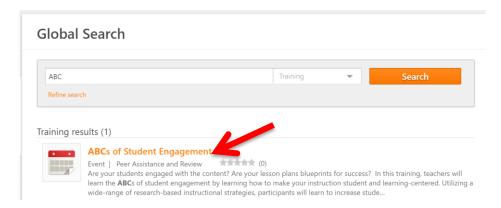
- 3. Enter your complete LAUSD email address (including <u>@lausd.net</u>) and password. Then, click the **Sign in** button.
- 4. Click the **Search** button on the home page.



5. Enter the title of the PAR training that you are searching for in the **Global Search** box and then click the **Search** button.

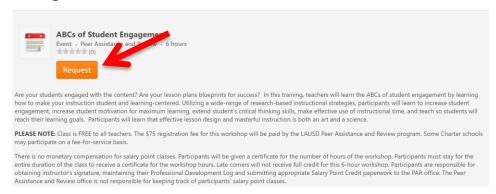


6. After you find the PAR training that you are searching for, click on the title.

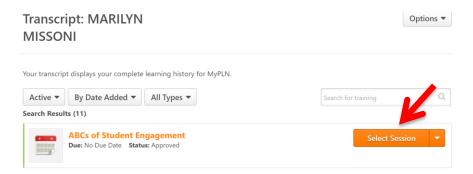


7. Select Request.

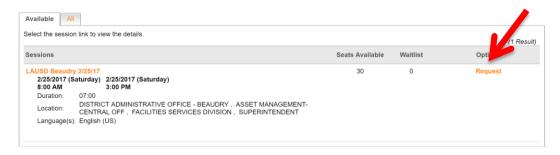
Training Details



8. This will take you to your **Transcript** where you can select an available session that you want to attend for your training. Click the **Select Session** button. (If the window does not open, you need to disable your browser's pop-up blocker by clicking **here** and following the directions.)



9. Click **Request** for the available session option that you are selecting.



10. This will take you back to your **Transcript**. You are now registered for the PAR training session that you have selected. You will receive a confirmation email at your LAUSD email address. If you need to withdraw from a session, select the down arrow and choose withdraw

