

How to Access and Complete the Online Training

Firefox or Chrome is recommended. **Do NOT use Internet Explorer.** Before you begin, please ensure your computer meets MyPLN requirements. For complete requirements, click [here](#).

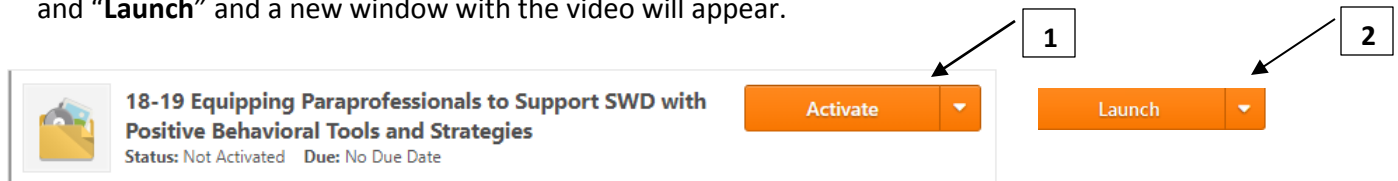
1. Go to: <http://achieve.lausd.net/mypln>
2. Select the “LAUSD Employees Login” button.
3. Enter your user name and password as directed below and then select the “Sign in” button
 - User Name:** Enter your **complete** LAUSD email address (i.e., john.doe@lausd.net)
 - Password:** enter LAUSD single sign-on password
4. Select the “Transcript” button from the home page.



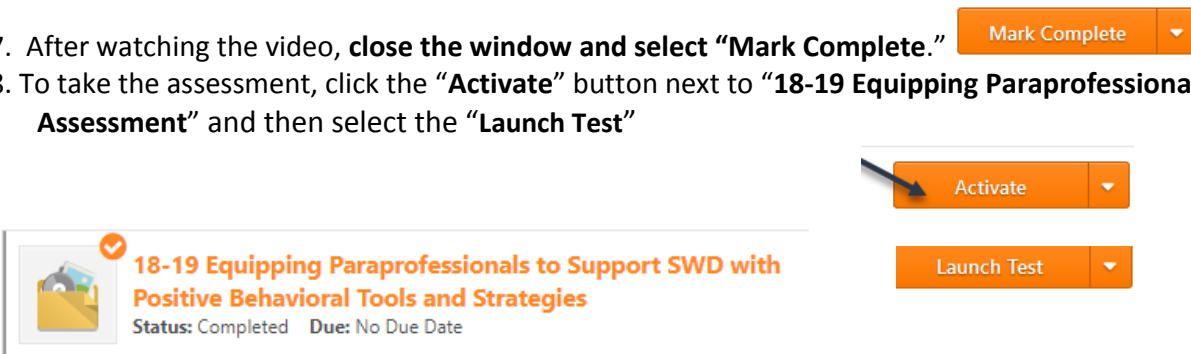
5. Click the “Open Curriculum” button to view the training and assessment.



6. Select the “Activate” button next to “18-19 Equipping Paraprofessional...,” then click “Activate” and “Launch” and a new window with the video will appear.



7. After watching the video, **close the window and select “Mark Complete.”**
8. To take the assessment, click the “Activate” button next to “18-19 Equipping Paraprofessional... Assessment” and then select the “Launch Test”



NOTE: In order to be marked “completed” for the course, you must pass the assessment with a score of 100%. You have unlimited retake opportunities.

9. Your completion progress is tracked as you go through the materials, and they are check marked until you reach 100%. You may stop at any time, and the system will save your progress.
10. After completion of the course, you will receive an email confirmation.

Need assistance with MyPLN?

Please call (213) 241-5200 option 4, then option 1 or [click here](#) to submit your request online.