

# 2017 Graduation Requirements Registration/Navigation Directions

**Directions:** For registration purposes we are using LAUSD's new professional learning management system, My Professional Learning Network (MyPLN). Follow the steps below to register for and navigate through the course.

## Steps for Registering

1. Go to: <https://achieve.lausd.net/mypln>

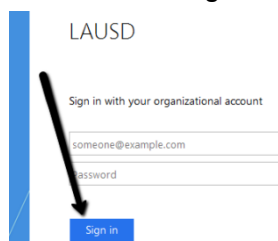
2. Select the **Log In** button:



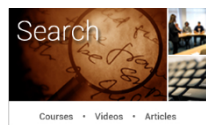
3. Enter your user name and password as directed below and then select the **Sign in** button

**-User Name:** Enter your **complete** LAUSD email address (i.e.: john.doe@lausd.net)

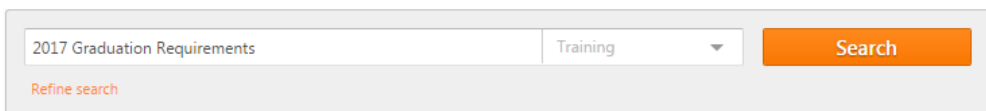
**-Password:** enter LAUSD single sign-on password



4. Select the **Search** button from the home page:



5. In search bar type "2017 Graduation Requirements" and then select the **Search** button.



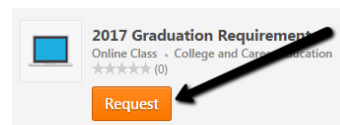
6. Click on the title for the **2017 Graduation Requirements** content item.



**2017 Graduation Requirements**

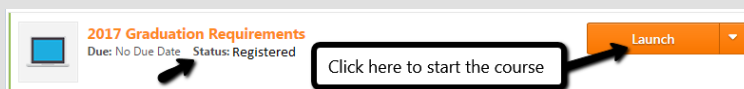
Online Class | College and Career Education ★★★★★  
By participating in this online module you will have the opportunity to earn graduation requirements that affect the graduating class of 2017.

7. This will take you to a page with an overview of the course. Select **Request** to enroll in the course.



## How will I know that I have successfully registered for the course?

Once you have successfully registered for the course, you will receive an automated confirmation email at your LAUSD email address. In addition, on your transcript in MyPLN, you will see that your status is "Registered". You may select the **Launch** button to launch the course or you can select the down arrow on the **Launch** button to withdraw from the course.



*If you encounter any challenges logging into the system or registering for a training, please email [mypln@lausd.net](mailto:mypln@lausd.net) and provide your contact information. A member of the MyPLN support team will contact you.*

# 2017 Graduation Requirements Registration/Navigation Directions

## Steps for Navigating the Course

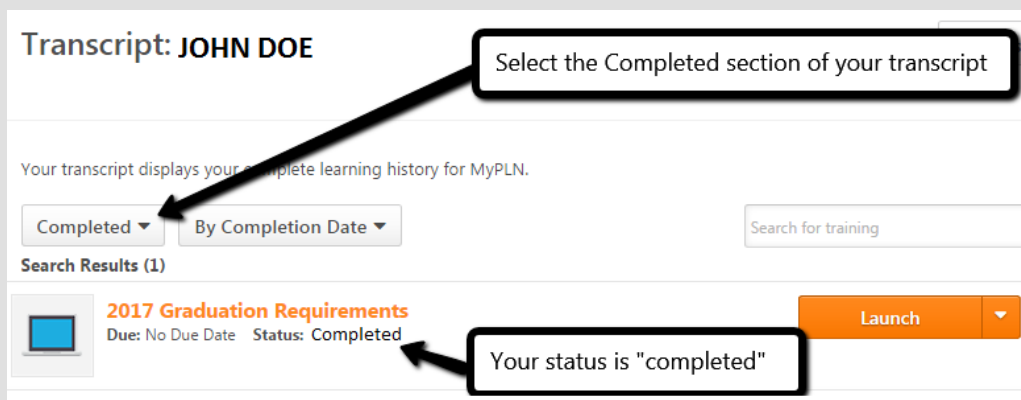
1. Log into MyPLN and select the **Transcript** button from the homepage:
2. Locate the “2017 Graduation Requirements” course and select the **Launch** button by the course.



3. The course will launch in a pop-up window. Please ensure that your pop-up blocker is disabled.
4. Follow the instructions in the course to complete the course.

### How will I know that I have successfully completed the online course?

Once you have successfully completed the course, you will receive an automated confirmation email at your LAUSD email address. In addition, if you navigate to your transcript in MyPLN, and select the **Completed** section, you will see that your status is “Completed”. If you would like to view the course again, select the **Launch** button by the course.



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