

Directions: For registration purposes we are using LAUSD's new professional learning management system, My Professional Learning Network (MyPLN). After you have reviewed your breakout session options listed in the *Principal Institute Session Offerings* document, please follow the directions below to make your **final** session selections in MyPLN.

Steps for Registering

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

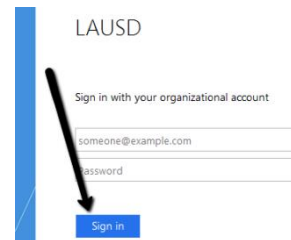
2. Select the **Log In** button:



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)

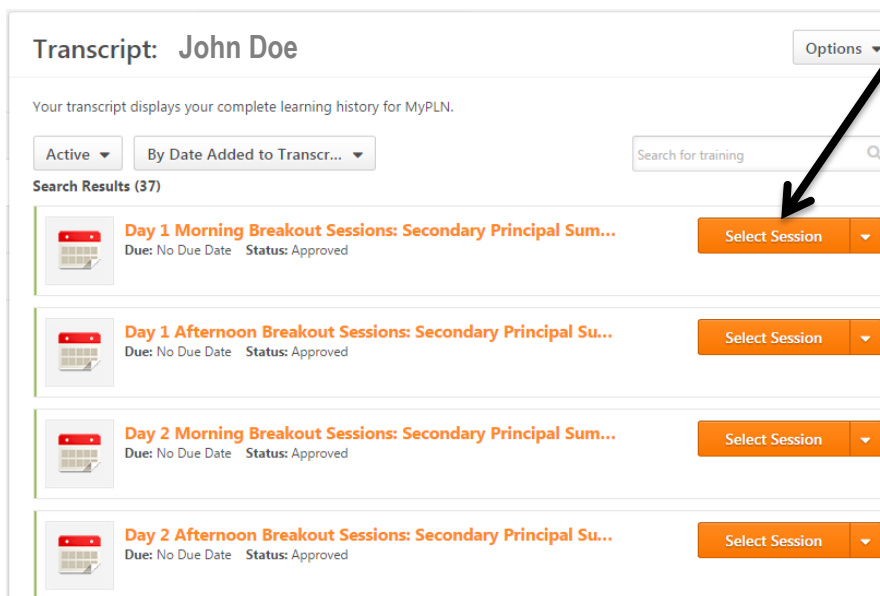
-Password: enter LAUSD single sign-on password



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



5. You will see four breakout sessions on your transcript. For each breakout, you must select a session you would like to attend. When you are ready to make your final selections, click on the **Select Session** button next to the "Day 1 Morning Breakout Sessions..." item.



If you encounter any challenges logging into the system or registering for breakout sessions, please email mypln@lausd.net and provide your contact information. A member of the MyPLN support team will contact you.

Summer 2015 Principal Institute Registration Directions

6. A window will pop up. Scroll down to see the list of all of the available sessions for this breakout. When you have found the session you would like to register for, select **"Request."**

Select the session link to view the details and assign the session. (8 Results)

Sessions	Seats Available	Waitlist	Options
ESC Best Practice Core Waiver Community of... 6/17/2015 (Wednesday) 6/17/2015 (Wednesday) 10:00 AM 12:00 PM Duration: 02:00 Location: Cal State LA: Golden Eagle Ballroom Language(s): English (US)	46	0	Request
A Taste of Change:World Café of Promising... 6/17/2015 (Wednesday) 6/17/2015 (Wednesday) 10:00 AM 12:00 PM Duration: 02:00 Location: Cal State LA: Golden Eagle Ballroom Language(s): English (US)	46	0	Request

7. You will be taken back to the page that shows all four breakout sessions. Repeat steps 5 and 6 for the remaining breakout session opportunities.

How will I know that I have successfully registered for all breakout sessions?

Once you have successfully registered for your breakout sessions, you will receive four automated confirmation emails (one per session) at your LAUSD email address. In addition, on your transcript, you will see that your status is "Registered". You may select the "View Training Details" button to view the session you selected.



Day 1 Morning Breakout Sessions: Secondary Principal Sum...
Due: No Due Date Status: Registered

View Training D...

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