

# View Professional Growth (MLP) Portfolio and Uploading Certificates

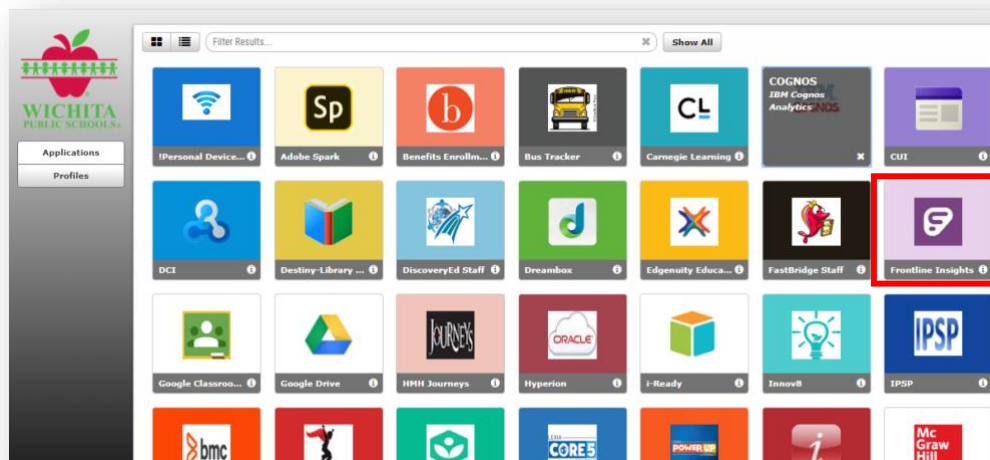
Below, are instructions on how to first see what credits are already in your Portfolio. If a completed training is not in your portfolio, you will need to submit a Classified Conference/Workshop Request to receive credits.

Here is how to access Professional Growth (MLP) and view your portfolio:

- To check points you have accrued on Professional Growth (MyLearningPlan), you must first sign in through the USD259 Portal: <https://portal.usd259.net> by using your district log in information.

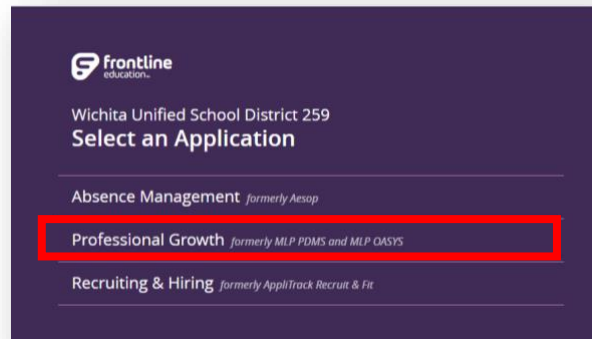


- Once logged in the portal, choose the Frontline Insights tile.

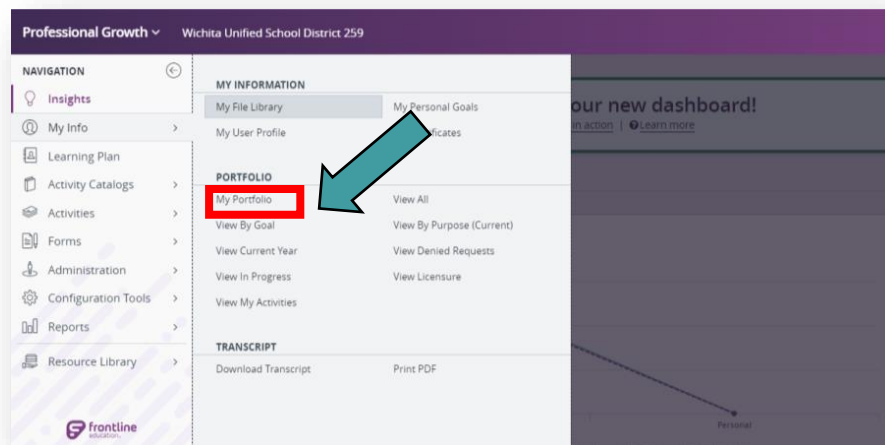


- Select the Professional Growth (formerly MyLearningPlan) platform.

# View Professional Growth (MLP) Portfolio and Uploading Certificates



- Under the Navigation panel, click on 'My Info' and then choose 'My Portfolio' under Portfolio.



- Then you will see your portfolio with the total hours accumulated.

Professional Growth Wichita Unified School District 259 Eric Kromid...

Expand Navigation Portfolio - Eric Kromidas

Completed:

Date Completed	Title	Hours	Credits
2019-2020 (8 Records)			
01/24/2020	AMAC Suicide Awareness Training #3	1.00	0.00
01/03/2020	8 to Great: The Powerful Process for Positive Change	3.00	0.00
11/18/2019	Human Resources for Anyone with Newly Assigned HR Responsibilities	6.00	0.00
11/13/2019	Excel- Beyond the Basics	6.00	0.00
10/21/2019	IST - Clerical In-Service Training 10/21/19 DEFUSING DIFICULT SITUATIONS 3:10PM - 4:00PM	0.83	0.00
10/21/2019	IST - Clerical In-Service Training 10/21/19 MS OFFICE 365: HOW TO SHARE DIFFERENTLY 2:10PM - 3:00PM	0.83	0.00
10/21/2019	IST - Clerical In-Service Training 10/21/19 GENERAL SESSION 1:00PM - 2:00PM	0.83	0.00
07/10/2019	Front Desk Safety & Security	6.00	0.00
		24.49	0.00
		24.49	0.00

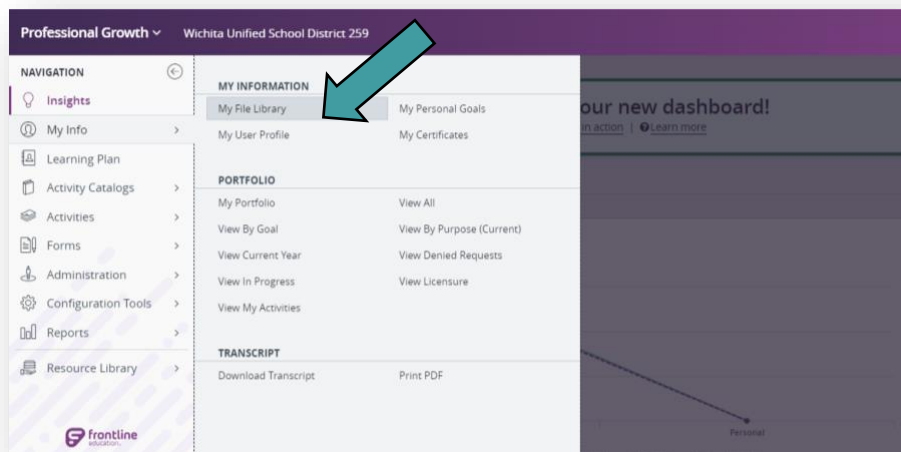
Export

# View Professional Growth (MLP) Portfolio and Uploading Certificates

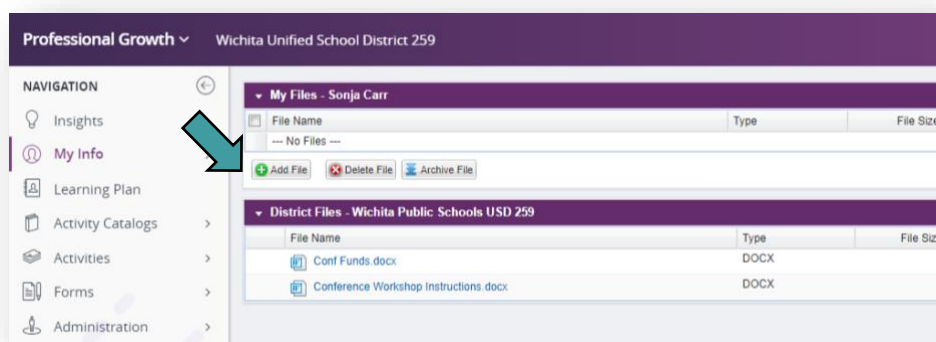
## Uploading Certificate to Professional Growth (MyLearningPlan)

If the credits are not listed in your portfolio, you will first click on “My Info” tab on the left of your screen, then follow these steps to upload your pdf certificate and submit your request for credits.

- Make sure that your certificate of completion has been scanned and saved to your computer in an accessible location for you to upload it.
- Under the Navigation panel, click on ‘My Info’ and then choose ‘My File Library’ under My Information.

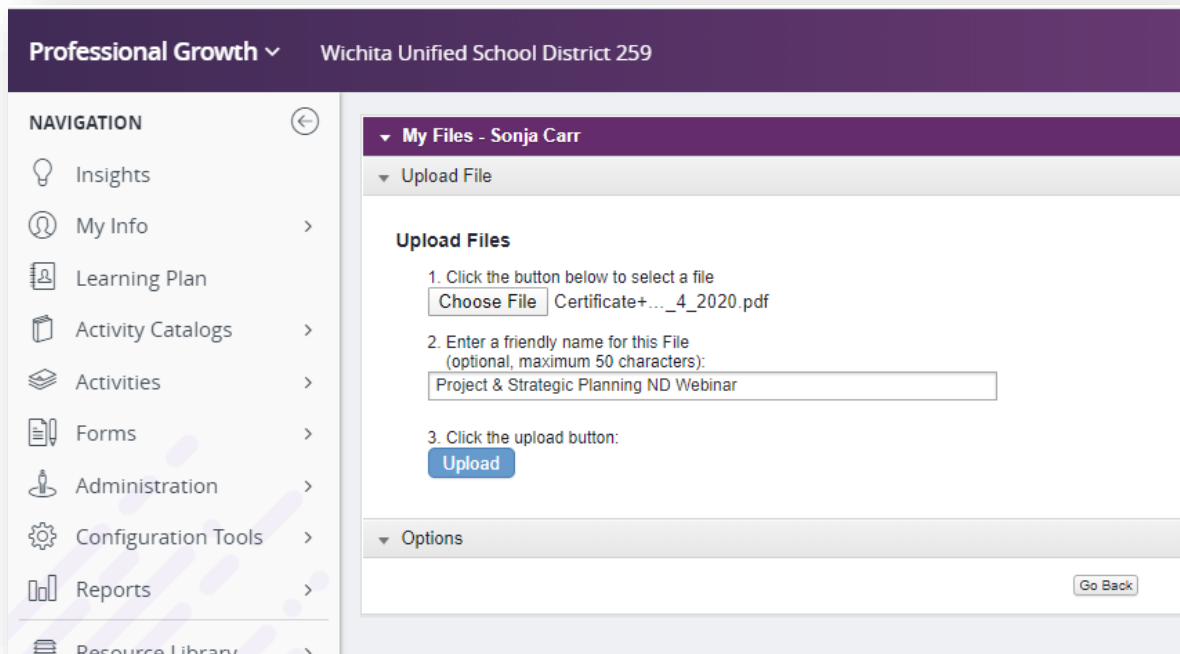


- Then choose ‘Add File’.

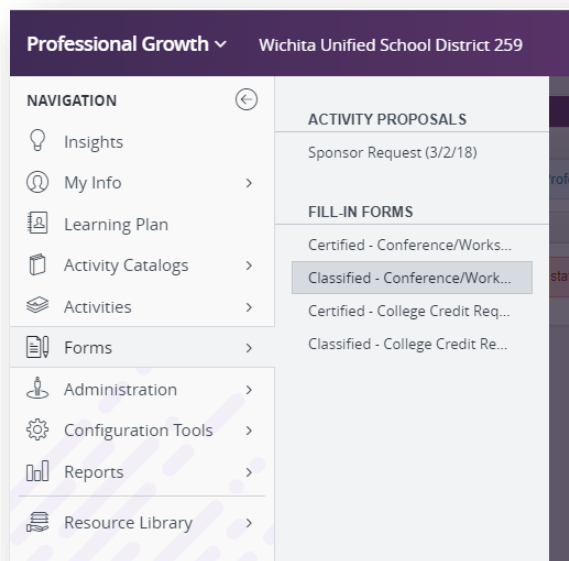


- Upload your completed certificate, you may indicate it was a New Directions (ND) Webinar in the title of the uploaded file.

# View Professional Growth (MLP) Portfolio and Uploading Certificates



- When you refresh your File Library, your file should now appear. Next, click on Forms under the Navigation bar. Select 'Classified – Conference/Workshop'.



# View Professional Growth (MLP) Portfolio and Uploading Certificates

- Complete all of the fields highlighted in Red, upload the certificate, and click submit.

Classified Conference/Workshop Request [From District Catalog](#)

Complete and submit this form to request professional development points/hours for out of district activities. Prior to completing this form upload your documents (proof of participation, such as a certificate of completion), then attach them within this request. This request form is for classified staff only.

» Instructions

General Activity Information

Conference Title

Conference Description and Desired Outcome

Characters left 2048

Conference Website

Target Audience

District Instructor(s)

---Not Assigned---  
Adams, Susan  
Admin, MLP  
Aiken, Amy  
Alcocer, Carolyn  
Allen, Alicia  
Allen, Tara  
Alliman, Ryan  
Allison, Jamie  
Altenburg, Allie  
Altenburg, Carmen

Instructor/Presenter not on list

General Specifications

Initiative  DISTRICT INITIATIVE  
 BUILDING INITIATIVE  
 PERSONAL GOAL

Category

Purpose  Career Ladder - (Classified and Paras only)  
 District Requirement  
 Relicensure - (within the last 5 years)

Dates and Times

# of Meetings

MeetingDate 1

Meeting 1 Date

Start & End Time  To

Location

Provider

Provider

If not on list, enter here

Attach a 'My File'

Please select  Project & Strategic Planning ND Webinar - Project\_\_\_Strategic\_Planning\_ND\_Webinar.pdf (458k) [View](#)

Contact Hours or Credits

Enter the number of Hours OR Credits you are seeking for this activity

Hours/Credits

Description/Initiative Goal

Comments

Comments

Characters left 2048

Finish