



# Getting Started: Educator

Congratulations! Your organization is implementing Frontline Professional Growth to streamline management of professional evaluation, learning, and growth. The purpose of this resource is to provide a quick-reference resource for the basic educator functions in Frontline Professional Growth.

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1. Access the internet and go to [www.mylearningplan.com](http://www.mylearningplan.com).
2. Enter your Login information on the main screen and click the "Login" button to enter the site (typically Username = email address, Password = changeme).
3. You may be prompted to complete your "User Profile" to verify that your account information and preferences are accurate. Make any changes and save the form. You will receive a "Form Saved" message.
4. From the main "Learning Plan" screen, you can also:
  - a. Manage your performance evaluation forms:
    - ii. Scroll down to the green My Evaluation section.
    - iii. View your forms, which are organized by status.
    - iv. Open, review, complete and submit, and acknowledge forms with the blue quick links.
    - v. View or accept schedule requests.
  - b. Upload artifacts:
    - i. Click the My Evaluations link from the top of the left section of the navigation bar.
    - ii. Click the Artifact Files link.
    - iii. Click the green Add Artifact button.
    - iv. Complete the fields and use the blue "up arrow" to browse and select the desired file.
    - v. Click Save.
  - c. View current and past evaluation cycles:
    - i. Click the My Evaluations link from the top of the left section of the navigation bar.
    - ii. Click the Evaluation (Cycle Dates) link. (If this is your first cycle, you will see only the current one.)
    - iii. View your evaluation components and use the "plus" symbol to expand them to view the forms.
    - iv. View to complete/submit your forms and view forms that have been submitted by an evaluator.
5. To learn more about using Frontline Professional Growth, please log into the system and then [Click here to view the End User Tutorial video](#), and access additional support from the online Help Center (top right corner of the screen upon login) to view video tutorials, manuals, and webinars.



## About Frontline Education

Frontline Education is an integrated insights partner serving more than 8,500 educational organizations and millions of educators, administrators and support personnel in their efforts to develop the next generation of learners. Frontline Education delivers industry leading software solutions and critical insights to the education community.



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