Getting Started with Frontline Professional Growth

(formerly: My Learning Plan)

Logging in the first time:

1. Go to sau44.org, staff resources/professional development for a link to Frontline Professional Growth

or

Go to www.mylearningplan.com
2. Your user id is your school/district email address
3. Your first time only password is **changeme**

Change your password:

1. The first time you log in you will need to change your password. From the home page, choose change password on the bottom of the left side menu
2. Type your current password "changeme" in the Current Password box
3. Type your new password in the New Password box
4. Type your new password again in the Confirm box
5. Click the SAVE button

My User Profile:

- Please click on My User Profile and check for accuracy: email address, email notification preferences, correct building and department assignment.

Add files: helpful to have necessary forms scanned/saved ahead. You will need a completed registration form for any conferences, workshops or courses. Some will be handwritten, others will be computer generated. Please see your school's procedure on scanning documents. If you have any questions, please see your PD rep or call Amy at the SAU: 603-942-1290.

1. When you log in to Frontline Professional Growth (FPG) you will see a menu list on the left side of your screen
2. Below "My Info" you will see "My File Library"
3. Click on "My File Library"
4. When the My File Screen screen opens click the green button "Add File"
5. Follow the steps indicated

*Side Note: Once you have uploaded your documents to a course or workshop form, you can Archive them, which will help you stay organized.

Fill-in Forms:

1. When logged in to FPG, on the left side of the screen, locate the Fill-in Forms menu item in the Professional Development list
2. Select the type of form you need to complete (Professional Activity Form, Graduate Course Form…)
3. Complete the boxes on the form with the information you would have submitted using the old paper form
4. When you have competed filling in the information, click the blue "Submit" button
5. If you need to add more information or attach files, click the blue "Save as Draft" button, the form will then remain available until you have added all necessary information.

***Please see Professional Development Forms & Activity Request Cheat Sheet for more instruction**.

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