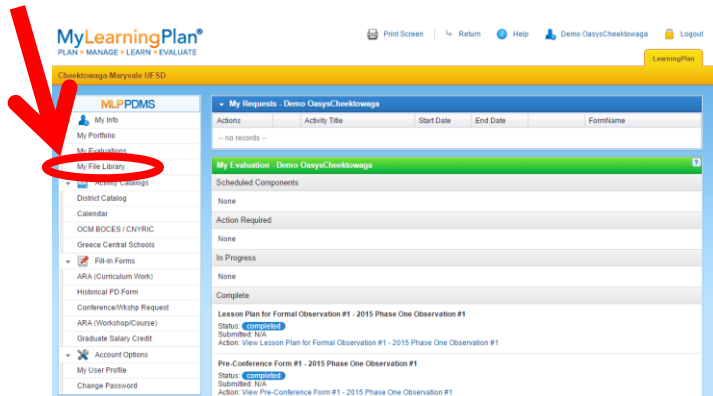


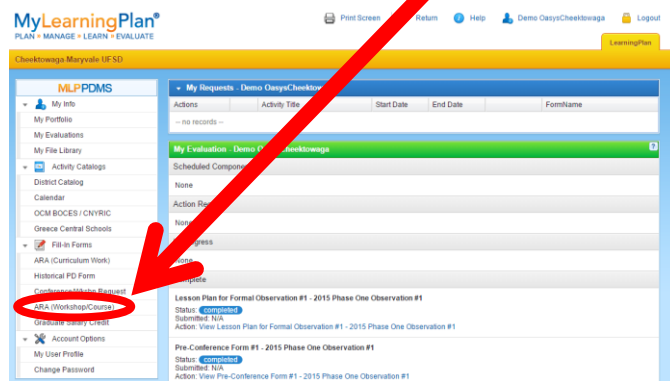
## ARA (Workshop/Course) Request using My Learning Plan

Step 1: Log into My Learning Plan

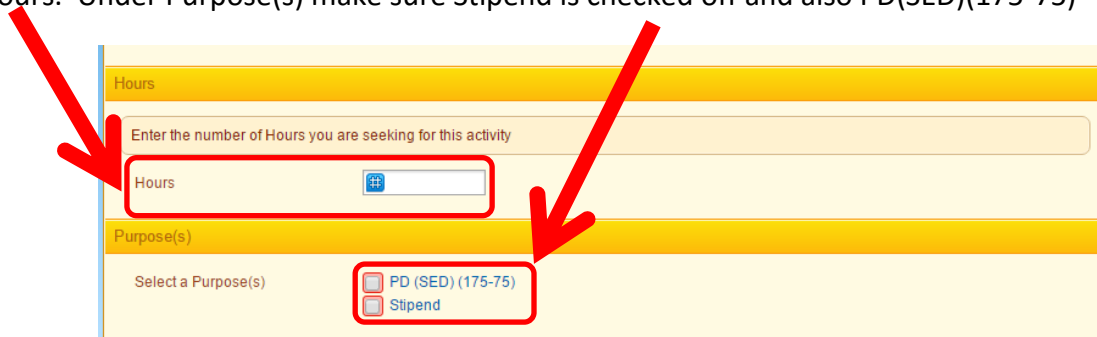
Step 2: Go to the My File library on the left hand side of the screen and upload any files, schedules, flyers or workshop/course descriptions for the ARA that you are applying for.



Step 3: On the left hand side of the screen click on ARA (Workshop/Course)



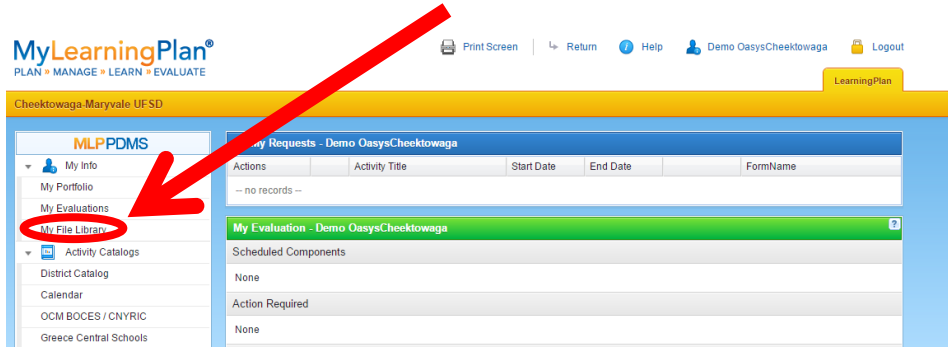
Step 4: Fill in all the boxes on the form. Make sure that you click the boxes for the files that go along with the ARA request. It is also important that you also indicate the proper number of hours under the hours box. Even though you put in meeting times, you still need to fill in the hours. Under Purpose(s) make sure Stipend is checked off and also PD(SED)(175-75)

A screenshot of a form section. The 'Hours' section has a text input field with the placeholder text 'Enter the number of Hours you are seeking for this activity'. Below it is a numeric input field with 'Hours' and a plus/minus icon. The 'Purpose(s)' section has a label 'Select a Purpose(s)' and two checkboxes: 'PD (SED) (175-75)' and 'Stipend'. Both checkboxes are checked. Red arrows point to the 'Hours' input field and the 'PD (SED) (175-75)' checkbox.

Step 5: Hit the submit button.

Step 6: Keep watching MLP under the My Request to make sure that it has been approved before you register for the class. You need approval for the ARA. If you take the course before you gain approval for the course, you will not be eligible for the ARA credit.

Step 7: After you have finished the course/conference, log back into MLP and upload all files associated with the course/conference that prove that you have completed the work.



Step 8: Once all files are uploaded to the My File Library, you will then need to find your ARA under the My Request area of MLP (usually under the Approved and/or In-Progress area) and click the Manage button to the left.

Step 9: Once you have clicked on it, you will need to click on Mark Complete. It will then ask you to attach any files that go along with your ARA. You will see the files that you loaded to your my file library. You will check the boxes in front of those files that apply to your ARA. Follow all the rest of the prompts to finish your ARA. **You must mark all ARA's as complete before June 30<sup>th</sup> of the School Year that you applied for it.**