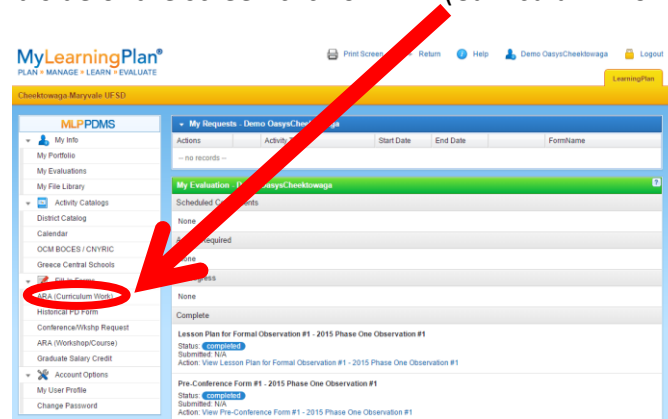


ARA (Curriculum Work) Request using My Learning Plan

Step 1: Log into My Learning Plan

Step 2: On the left hand side of the screen click on ARA (Curriculum Work)



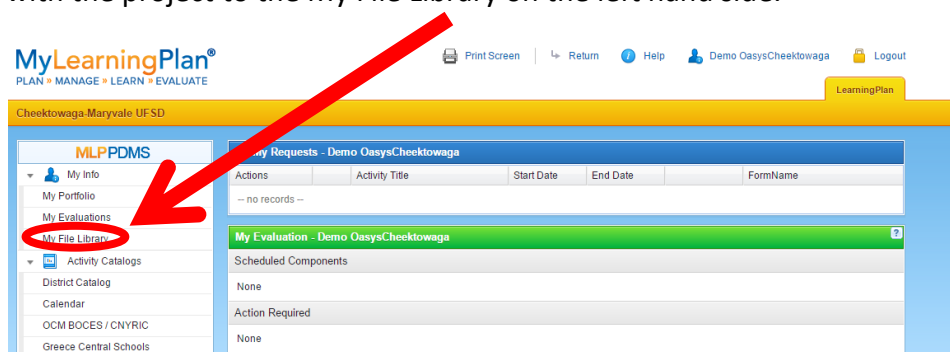
Step 3: Fill in all the boxes on the form. If you are doing summer ARA curriculum work, make the end date 8/31 of that summer. Do not make it 6/30 of the school year or you will not be able to finalize it when you are done with the project. Under Purpose(s) make sure Stipend is checked off and also PD(SED)(175-75)

The screenshot shows the 'Hours' and 'Purpose(s)' sections of the ARA request form. The 'Hours' section has a text input field with the placeholder 'Enter the number of Hours you are seeking for this work' and a 'Hours' label with a dropdown menu. The 'Purpose(s)' section has a 'Select a Purpose(s)' label and a list of checkboxes: 'District Mandated Training', 'Stipend' (checked), 'PD (SED) (175-75)' (checked), 'In-service', and 'Grant Related Work'. A red arrow points from the 'Hours' section towards the 'Purpose(s)' section.

Step 4: Hit the submit button.

Step 5: Keep watching MLP under the My Request to make sure that it has been approved.

Step 6: After you have finished all of your work, log back into MLP and upload all files associated with the project to the My File Library on the left hand side.



Step 7: 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 8: 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 30th of the School Year that you applied for it.**