**Completing Online Activities**

Step 1- Go to [www.mylearningplan.com](http://www.mylearningplan.com)

Step 2- Log in

Step 3- Click “Activity Catalogs”

Step 4- Search for course

Step 5- Click on the activity title of the course you would like to complete. (The online activities will have a small cloud underneath the description). 

Step 6- Click “Sign Up Now”



Step 7- Click “Return to Main”



Step 8- To access the course from Learning Plan Click “Manage”



Step 9- Click “Launch Activity”



Step 10- Click “Launch”

If popup blocked click “Launch Course”



A new window will popup this is where you will watch and complete course

Step 10- If you wish to stop the course and come back to it later, click Exit



Once you exit the online course you might have two frontline windows open



Step 11- Select the window with Synch Status option and click “Synch Status”



To return and continue the course follow steps 7- 9 From “Learning Plan”

Step 12- Click “Take Test”



Step 13- Once passed, click “Exit”

Step 14- Click “Synch Status”



Step 15- If course has been completed, you will need to click on Mark Complete



Note: You will be able to mark complete only when you successfully passed the test.