Frontline Professional Growth (formerly MLP/OASYS)

Helpful Tips and Reminders

- It’s important to remember that when using Frontline Professional Growth (MLP), you will always need to visit an activity twice: once for approval to attend and once again to mark the activity complete after it has finished. Please note that additional materials may need to be submitted to confirm attendance at the conference.
- Access helpful training manuals and tutorials by clicking (?) help icon located at the top right of the page.
- If you forget your User Name or Password, use the retrieval links on your Frontline home screen.
- Your absence created by attending a conference must be entered separately into the Frontline Absence Management (AESOP) system.
- Check your My Portfolio section regularly to ensure that you have received credit for completed activities.

Using Frontline Professional Growth (formerly My Learning Plan) for Continuing Teacher and Leader Education (CTLE)

From the left-hand menu on the main My Learning Plan screen, you can:

- Review your Portfolio or File Library in the My Info Section
  - Click the My Portfolio Link to view your CTLE hours. If you already have a personal MLP account from previous registrations, you can email info@mylearningplan.com to merge the two accounts.
  - View the progress of your activities
  - Print a list of your activities

- Browse the Activity Catalogs/Calendar Section:
  - Choose the appropriate Activity Catalog link and click on the title of an activity you are interested in.
  - Next, click the button to request approval/sign up for the activity.
  - Complete the form (if necessary) and submit it. All courses/activities you register for appear in the My Requests section on your home page where you can track the approval progress.
  - The activity should then be available in your “My Current Activities” box in the appropriate status.

- Submit a Form for approval in the Fill-In Forms Section:
  - Click the appropriate Form for your activity: Conference Request, Graduate Course or In-Service Course.
  - Complete the Form and click submit. Pink fields are required fields.