



## Adding Documents to My File Library

You must log into your M-DCPS employee portal before accessing *MyLearningPlan*.

1. On the **LearningPlan** Tab, under *My Info*, click **My File Library**.
2. The *My Files* section shows files that you have uploaded to *MyLearningPlan*. *District Files* are files that the District MLP Administrators have uploaded to *MyLearningPlan*. To add files to your *My File Library*, click **Add File**.
3. Click **Browse** and find the file that you would like to add to your *My File Library*. If you would like, you can add a friendly name to the file. This name will appear as the file name when you add it to your *Team Room*. Click **Upload** to upload the file.
4. You will see the file is available in your *My File Library* once the page is **refreshed**. Now it will be available to share in your activity *Team Rooms* if you wish.

**Please note:** You can upload various file types – Word documents, short video clips, PDFs and many more.