



Dropping an Activity

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

1. On the *LearningPlan* Tab, on the dashboard, look under *Approved and/or in Progress*. Find the activity that you would like to drop and click **Manage**.
2. You are now presented with the *Activity Details* page. Click the **Drop** button.
3. On the *Activity Status* page, type in your reason for dropping the activity and click **Drop** this request.
4. You will be returned to the *LearningPlan* Tab where you will notice, under the *Approval and/or In-Progress* section, that your activity has been removed.