



## **How to Print a Certificate**

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

- 1. On the LearningPlan Tab click on My Portfolio.
- 2. Under the Florida Educator Certificate Renewal section, click on **Details.**
- 3. Click on the course title.
- 4. Click **Print Certificate**.
- 5. Click **Open File**.