



**MyLearningPlan**  
PLAN » MANAGE » LEARN » EVALUATE

## Review and Edit Profile

You must log into your M-DCPS employee portal before accessing *MyLearningPlan*. *My User Profile* is available to review your current settings and make any necessary changes.

Click on **My User Profile** in left column

1. **Email Notification Preferences:** *MyLearningPlan* sends a variety of notifications in *ONE* nightly email(midnight) based on the preferences set below.
  - New Activity Notification: Users will receive notification when any **NEW** activities are added and are available for registration.
  - Approval Status Changes: Users will receive notification when action has been taken on a request (approved or denied) such as approval to register or an activity proposal.
  - Upcoming Activities Reminder: Users will receive notification reminding them of the start date of upcoming activities for which they have registered. This setting works in conjunction with the field titled *# of Days Prior to Activity Start Date* in which the user sets the number.
  - Team Room Postings: Users will receive notification if another Team Room member posts a comment or shares a file in the Team Room as part of an activity.
  - HTML Formatted Message: Check NO if you want it in text format. Mark YES if you want your message in a web format. (Using HTML format is larger and includes additional formatting. Most e-mail systems are set up to interpret HTML, but some do not).
  - Pending Approval Notification: Only viewable to those with Instructor rights. Approvers will receive notifications alerting them that there are items pending their approval. Notifications will continue until the approver logs in and reviews requests, either approves or denies.
2. **Email Address:** Your email has been entered for you.
3. **Building:** Your building has been entered for you.
4. Click **SAVE**-you will receive a confirmation of your changes. Click **RETURN** to continue.