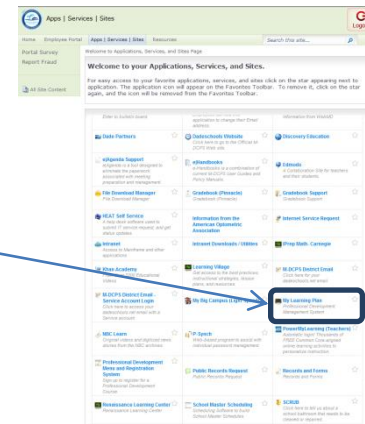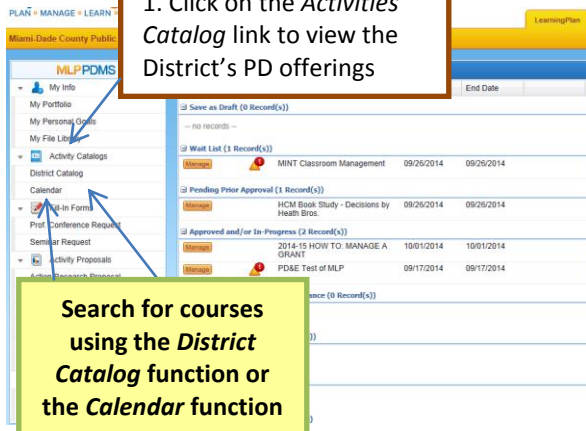# Miami-Dade County Public Schools
Step-by-Step Guide to Register for a Course/Activity
MyLearningPlan PDMS

You must log into your employee portal before accessing MyLearningPlan
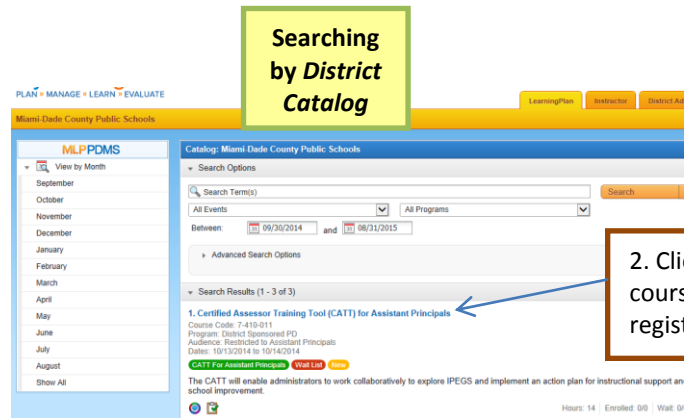

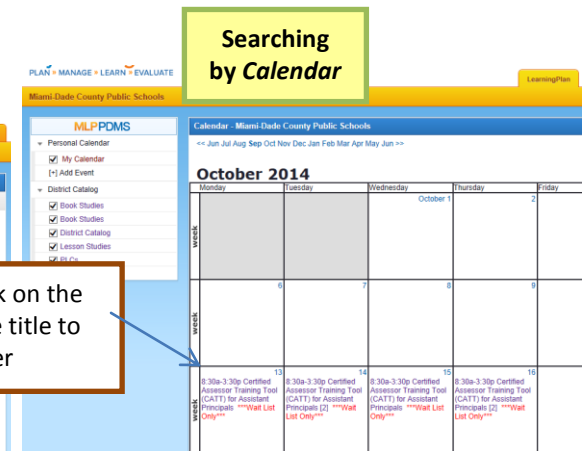1. Click on the *Activities Catalog* link to view the District's PD offerings

Search for courses using the *District Catalog* function or the *Calendar* function
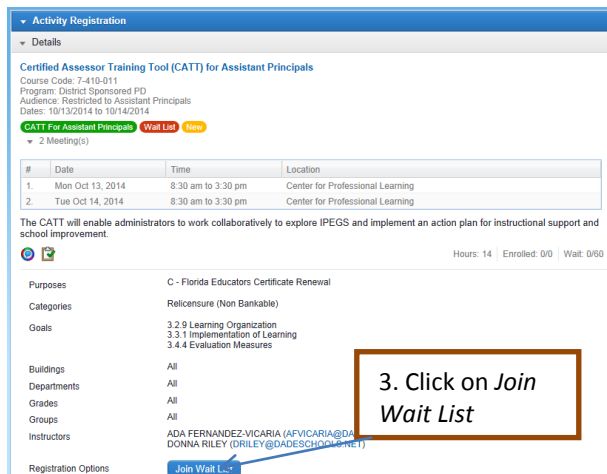

Searching by *District Catalog*

2. Click on the course title to register
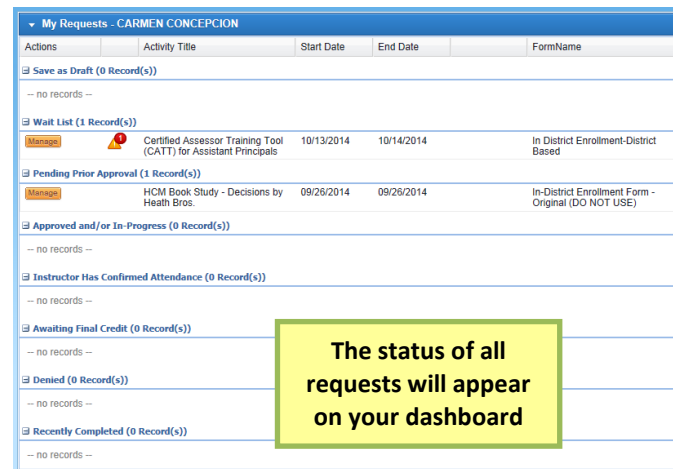
Searching by *Calendar*

CAUTION

REGISTERING FOR MULTIPLE SESSIONS OF THE SAME COURSE MAY CAUSE REGISTRATION TO BE DENIED

3. Click on *Join Wait List*

The status of all requests will appear on your dashboard

CAUTION

System will alert participant if there is a schedule conflict, but will not prevent participant from registering