

## To track your hours, log into MLP account using the following steps:

Open a new webpage and type this in the URL: [pd.twinriversusd.org](http://pd.twinriversusd.org)

When prompted, use this User Name: **first.last**

Password: **Your TR email password**

Click your LearningPlan tab

Click My Portfolio to view your hours

This will bring up your hours grouped by purpose (type of compensation)

The screenshot shows the Professional Learning (formerly MLPPDMS) interface for Twin Rivers Unified School District. The top navigation bar includes 'LearningPlan', 'Instructor', and 'District Admin'. The 'LearningPlan' tab is selected. On the left sidebar, 'My Portfolio' is circled. The main content area shows 'My Portfolio - Mary Gerwer' with a table of completed activities grouped by purpose.

Date Complete	Title	Hours
<b>Personal Prof Growth (neither pay nor voucher) (07/01/2015 to 06/30/2016) (4 Records)</b>		
06/16/2016	PROJECT MANAGEMENT FUNDAMENTALS WORKSHOP	12.00
06/15/2016	PROJECT MANAGEMENT FUNDAMENTALS WORKSHOP FOR CLASSIFIED & CERTIFICATED MANAGEMENT COHORT 2	6.00
03/04/2016	WORLD WAR II INTERMENT: A TRUSD Perspective with Priscilla Ouchida	2.00
11/12/2015	MICROSOFT TOT	6.00
		26.00
<b>Personal Prof Growth (neither pay nor voucher) (07/01/2014 to 06/30/2015) (4 Records)</b>		
04/14/2015	Microsoft 21st Century Learning Design Tuesday	6.00
02/25/2015	PD COMMITTEE MEETING: FEB 25 2015	1.50
02/23/2015	TRANS TRACK TRAINING	1.00
11/04/2014	PD COMMITTEE MEETING	1.50
		10.00

Click View in Progress

This will show your outstanding hours

The screenshot shows the 'View in Progress' section of the Professional Learning (MLP) interface. The 'View in Progress' option is circled in the left sidebar. The main content area shows 'My Portfolio - Mary Gerwer' with a table of in-progress activities.

End Date	Title	Hours
<b>Approved &amp; In Progress (6 Records)</b>		
08/01/2018	NEW HIRE Safety Orientation	2.00
01/01/2018	CSEA CLASSIFIED STAFF CBPD ONLINE: Google Forms 101 Beginning User	2.00
01/01/2018	CSEA CLASSIFIED STAFF CBPD ONLINE: Microsoft Excel 201: Intermediate	2.00
01/01/2018	CSEA CLASSIFIED STAFF CBPD ONLINE: Microsoft Powerpoint 201: Intermediate	2.00
12/09/2017	CERTIFICATED 1% PD: PK-TK Teachers: (AM SESSION) Learning Without Tears/PK Readiness & Writing-Kindergarten (aka Handwriting Without Tears) AM SESSION - REPEATS IN PM	3.00
08/12/2017	LEADERSHIP 1%: Professional Learning Communities: Leadership	6.00
		17.00
		17.00

Please contact the Professional Development department if you have any questions or need help using MLP  
[pd.department@twinriversusd.org](mailto:pd.department@twinriversusd.org) or extension 86025