



Getting Started with MyLearningPlan OASYS

Evaluatee/End User

Congratulations! Your organization is implementing MyLearningPlan OASYS (the proven Observation and Appraisal System) to support your professional evaluation, learning, and development. Please follow the steps below to get started.

1. Access the internet and go to **<http://www.mylearningplan.com>**.
2. Enter your Login information on the main screen and click the “Login” button to enter the site (typically Username = email address, Password = changeme).
3. You may be prompted to complete your “User Profile” to verify that your account information and preferences are accurate. Make any changes and save the form. You will receive a “Form Saved” message.
4. From the main “Learning Plan” screen, you can also:
 - a. **Manage your performance evaluation forms:**
 - i. Scroll down to the green My Evaluation section.
 - ii. View your forms, which are organized by status.
 - iii. Open, review, complete and submit, and acknowledge forms with the blue quick links.
 - iv. View or accept schedule requests.
 - b. **Upload artifacts:**
 - i. Click the My Evaluations link from the top of the left section of the navigation bar.
 - ii. Click the Artifact Files link.
 - iii. Click the green Add Artifact button.
 - iv. Complete the fields and use the blue “up arrow” to browse and select the desired file.
 - v. Click Save.
 - c. **View current and past evaluation cycles:**
 - i. Click the My Evaluations link from the top of the left section of the navigation bar.
 - ii. Click the Evaluation (Cycle Dates) link for the desired cycle. (Note that if this is your first cycle using MLP OASYS, you will only see the current cycle.)
 - iii. View your evaluation components and use the “plus” symbol to expand components to view the forms within.
 - iv. View (and complete and submit) any forms for which you are responsible for completing or view any forms that have been submitted by an evaluator for your review.
5. To learn more about using MyLearningPlan OASYS, please view this End User tutorial: <http://www.screencast.com/t/AmKxaUtKU>, and access additional support from the online Help Center (top right corner of the screen upon login) to view video tutorials, manuals, and webinars.