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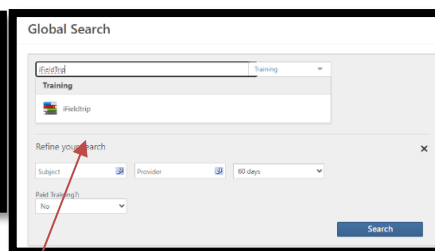
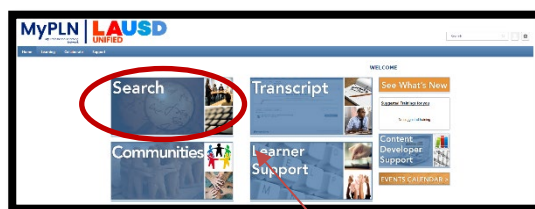
# iFieldTrip Trainings on MyPLN

## DIVISION OF RISK MANAGEMENT & INSURANCE SERVICES

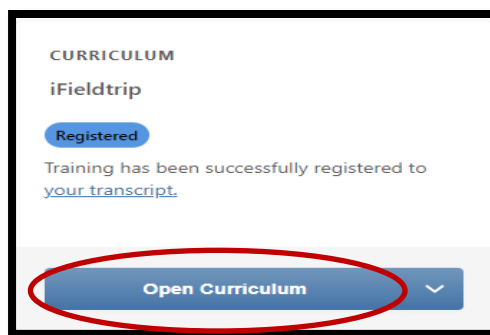
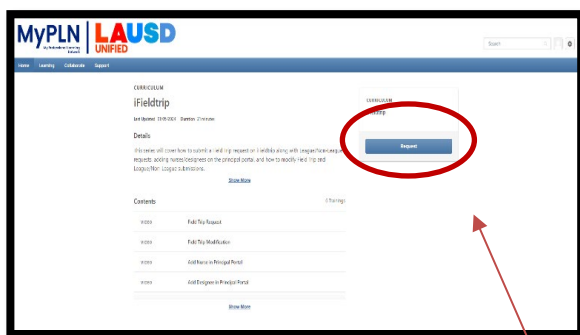
iFieldTrip training videos are available on [MyPLN](#) to assist users with the online field trip platform – <http://ifieldtrip.lausd.net>. The videos serve as an introduction to the platform and teach the user how to complete a field trip request in the iFieldTrip system. **Please note that these videos replace Risk Finance’s weekly iFieldTrip training sessions previously held on Zoom.**



1. Log onto [MyPLN](#) using your LAUSD Single Sign-On.



2. Once you are logged in to [MyPLN](#) select the ‘search’ option. Type in keywords such as “iFieldtrip.”



3. After you have selected the iFieldTrip training, click ‘Request.’ You will then be redirected to a new screen. Select ‘Open Curriculum.’

**The trainings available in this curriculum are Field Trip Request, Field Trip Modification, Add Nurse in Principal Portal, Add Designee in Principal Portal, League/Non-League Request, and League/Non-League Modification.**

For questions or additional information, please contact:  
Risk Management Department, Risk Finance & Insurance Services  
at (213) 241-0329 or [ifieldtrip@lausd.net](mailto:ifieldtrip@lausd.net)