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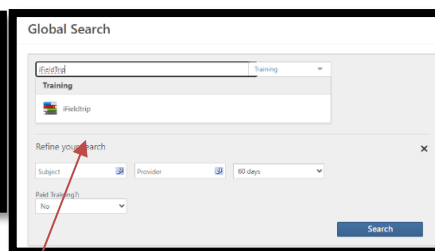
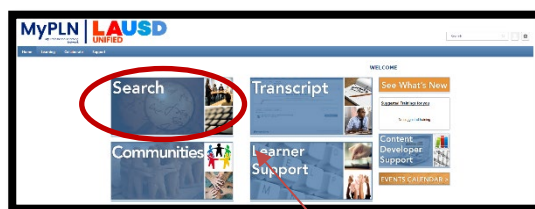
iFieldTrip Trainings on MyPLN

DIVISION OF RISK MANAGEMENT & INSURANCE SERVICES

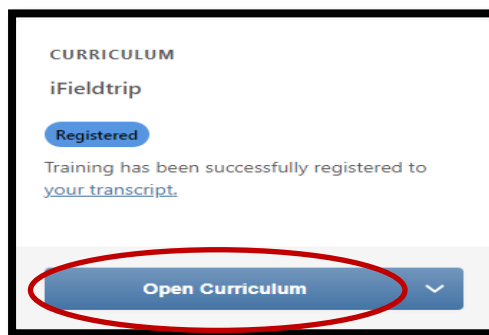
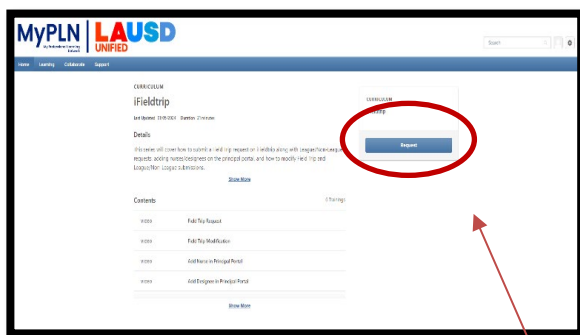
We're excited to announce that starting January 9, 2024, training videos are available on **MyPLN** to assist users with the online field trip platform – <http://ifieldtrip.lausd.net>. The videos serve as an introduction to the platform and teach the user how to complete a field trip request in the iFieldTrip 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:
Division of Risk Management & Insurance Services,
Risk Finance Branch at (213) 241-0329 or ifieldtrip@lausd.net