

## Navigating the Food Services Division Training(s)

1. Go to: <https://achieve.lausd.net/mypln>

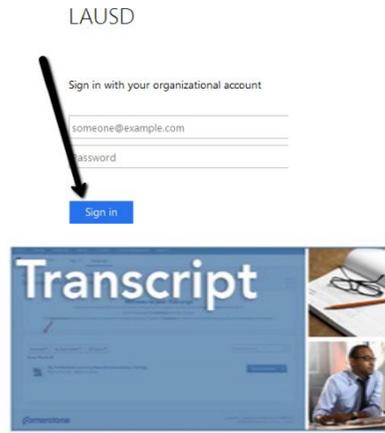


2. Select the **Log In** button:

3. Enter your user name and password as directed below and then select the **Sign in** button

**-User Name:** Enter your **complete** LAUSD email address  
(i.e.: john.doe@lausd.net)

**-Password:** enter LAUSD single sign-on password



4. Select the **Transcript** button from the home page:

5. You will see a list of trainings that were assigned to you.



**NOTE: If you completed the training(s) there is no need to retake it. To view the completed training(s), click on the Active Button (from your Transcript) and select Completed.**

6. Click on **Open Curriculum** to activate the course.



7. Click on **Activate** to begin the course.

