

Navigating the Food Services Division Training(s)

- 1. Go to: https://achieve.lausd.net/mypln
- 2. Select the Log In button:

DEVICES: Desktop or labitop only on mobile phones or tablets BROWSERS: Latest version of Chrome or Firefox; DO NOT USE my other browse.

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:



LAUSD

Sign in with your organizational accou

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

FSD 2024-2025 Filing System and Record Retention Requirements Due : No Due Date Status : Registered Training Type : Online Class	View Training D 🔻
FSD 2024-2025 Counting and Claiming Due : No Due Date Status : Registered Training Type : Online Class	View Training D 💌
FSD 2024-2025 Civil Rights Due : No Due Date Status : Registered Training Type : Online Class	View Training D 🔻
Due : No Due Date Status : Registered Training Type : Online Class	View Training D 💌
Every School Safe: Creating Welcoming Environments Due: 10/2/2024 Status: Registered Training Type : Curriculum	Open Curriculum 🔻

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.

	Every School Safe: Creating Welcoming Environments Due: 10/2/2024 Status: Registered Training Type: Curriculum Open Curriculum	
7. Click on Act	tivate to begin the course.	
	Every School Safe: Creating Welcoming Environments Status : Not Activated Due : No Due Date Training Hours : 29 min Every School Safe: Creating Welcoming Environments	
	Creating Welcoming Environments (ESS) Status : Not Activated Due : No Due Date Verification of training attendance or review of content	