

## MyPLN (Classes available for registration):

**Registration information:** To register for MiSiS sessions, log into MyPLN (<http://achieve.lausd.net/mypln>) and complete the following steps after login:

- Type **TrainITD** in the **SEARCH** field
  - Scroll and select the **title hyperlink** for the course specific to your needs
  - Click on the orange **REQUEST** button
- Look for an **email confirmation** for session information

<b>Front Office Staff</b>  Hands-on instruction in performing key front office tasks using MiSiS (Elementary and Secondary schools)	<b>Course ID: MNA180 – School Front Office Procedures in MiSiS (8 hours ILT) Ongoing – Available Now</b> <ul style="list-style-type: none"> <li>➤ Enrollment and Class Assignment</li> <li>➤ Attendance</li> <li>➤ Student Profile Navigation and Menu Screens</li> <li>➤ Admin Menu Screens and Reports</li> <li>➤ Seasonal Topics (<i>varies based on time of year</i>)</li> <li>➤ Mail Merge and Labels</li> </ul>
<b>FOCUS</b>  Generate data extracts, view/download dashboard metrics, and create shareable reports	<b>Course ID: MHS180 (6.5 hours ILT) Ongoing</b> <ul style="list-style-type: none"> <li>➤ Create a New Analysis</li> <li>➤ Download and Customize from Existing Analyses</li> <li>➤ Filter and Format Data</li> <li>➤ Pivot Tables</li> </ul>
<b>Certify Training</b>  Explanation of scorecard and data designee responsibilities	<b>Course ID: MDV100 (10 minute video) Ongoing</b> <ul style="list-style-type: none"> <li>➤ Required for Certify Access</li> <li>➤ How To Identify Data Designees</li> <li>➤ Defines Scorecard Notifications</li> <li>➤ Walks Through Error Resolution</li> </ul>
<b>MiSiS Website</b>  Where to go for job aids, FAQ's, recorded simulations and other training materials	<b>Website: <a href="http://misis.lausd.net">http://misis.lausd.net</a></b> <b>MiSiS Training and Resources</b> <ul style="list-style-type: none"> <li>➤ System Access and Login</li> <li>➤ Resources by Module</li> <li>➤ Job Aids and Video Clips</li> <li>➤ MiSiS Updates and Known Issues</li> </ul>
<b>Helpdesk Support</b>  Visit the MiSiS Website or contact a Helpdesk agent for support	<b>Website: <a href="http://achieve.lausd.net/helpdesk">http://achieve.lausd.net/helpdesk</a></b> <ul style="list-style-type: none"> <li>➤ Call: (213) 241-5200, Option 5</li> <li>➤ Create an Online Service Ticket: <a href="http://helpdesk.lausd.net">helpdesk.lausd.net</a></li> <li>➤ Chat with a live service technician:</li> <li>➤ <a href="http://achieve.lausd.net/site/Default.aspx?PageID=1094">http://achieve.lausd.net/site/Default.aspx?PageID=1094</a></li> <li>➤ Frequently asked questions: <a href="http://achieve.lausd.net/Page/285">http://achieve.lausd.net/Page/285</a></li> </ul> <p>Hours of Operation: 7:45 a.m. – 4:45 p.m.</p>