

SAFETY TRAINING FOR EMERGENCY PREPAREDNESS AT SCHOOLS

(213) 241-3889 | http://steps.lausd.net

Accessing a STEPS course from MyPLN

TROUBLESHOOTING

"This course is unavailable to you" Message: If you see the message, "This course is unavailable to you" when you click on the "Details" link in a course description on MyPLN, do the following:

- 1) Click the orange "Request" button to the right of the course description to register for the course before clicking on the "details" link (see screenshot below).
- 2) Requested course will immediately appear on your transcript. Click "Open Curriculum" for the requested course.
- 3) Once the curriculum is open, you will see three different components, pre-test, video and posttest. Complete these three components in this order. First, click "Activate" then "Launch Test" for the pre-test. The pre-test must be completed before playing the video.
- 4) You will need to activate and launch each component as you advance through the course.

Note: All STEPS courses are available on MyPLN to every LA Unified employee and others who have an LA Unified single sign-on.



Need assistance with MyPLN?

Please call (213) 241-5200, option 8