1. Log into mylearningplan.com
2. Under My Evaluations, click on Open Teacher Self Review - Self-Review form for submission

You will see the following screen:

3. Check to ensure that your name is spelled correctly.
4. Check to make sure that your correct primary building is listed.
5. Check to ensure that you are assigned to proper administrator.
6. Check to make sure that you have the correct Evaluation Type (this can be cross checked with your administrator.)
7. If everything identified in steps 3-7 is correct, then you can move on to completing your self-review. If anything needs to be changed, then please inform your administrator and email.