

How to Submit for Conferences Online

Purpose:

The purpose of this step-by-step guide is to outline the steps you should follow in order to submit a Conference Request form on MyLearningPlan.com.

Step-By-Step Guide

1. Click the "Log In" Button and enter your username and password to log in.
2. On the left side of your screen, click on the Conference Request form to open the form.
3. The form will be displayed. Complete all of the Required Information. Click the Submit button at the bottom of the form.
4. If done correctly, you will see a "Form Saved!" message and an outline of the approval process that your form will follow.
5. The administrator(s) will receive your request for prior approval to attend. They can adjust the expenses in the form.
6. Once you receive prior approval from administrator(s), the conference will move to the "Approved and In Progress" section of your "My Requests" box.
7. When you complete the conference (return) you must submit the conference for final approval. Click on the activity title from your "My Requests" box and use the Mark Complete action to submit the course for final approval. Please note, you may need to complete a conference summary in order to mark complete the activity.
8. Once submitted for final approval, the activity will be listed in the "Awaiting Final Credit" section of your "My Current Activities" box.
9. Click on the title of the activity, and print out a hard copy of your form. Fill out a claim form and attach all itemized receipts to the hard copy form and submit them to Debora Banner. If you are applying for salary credit, attach a hard copy of the transcript/certificate to the form and submit to Debora Banner.
10. Once final approval with expenses is verified, the request will be classified as a "Most Recently Completed" activity.