



## Orange-Ulster BOCES MLP Catalog

How O.U. BOCES employees can access, view and register for workshops

\*\* [Internet Explorer](#) and [Adobe Acrobat](#) are required to view and print. \*\*

1. Go to [www.ouboces.org](http://www.ouboces.org). Click on the link for [BOCES Staff Only](#).
2. Enter the login and password assigned to you by your Administrator. Please type carefully, as the login and password are case-sensitive.

3. The screen has two sections:

a. **Left** section (orange background):

- Help** link: click to view the online manual
- My Portfolio** link: view completed courses by purpose and your certificates.
- Activity Catalogs:** links to the various catalogs available to view, starting with the O.U. BOCES Staff Catalog.
- Calendar:** you can also view the O.U. Staff BOCES catalog in a calendar format
- Fill-in Forms:** used for courses that are outside the catalogs. This also includes *Mentor Plan* and *Mentor Log* forms.
- My Info:** you can add your own personal goals, modify your profile, or update certificate information.
- File Library:** documents available to O.U. BOCES employees
- Change Password:** you can change your password by clicking this link and following the instructions to set a new password. Be aware that all passwords are case-sensitive. New passwords should contain at least 6 letters and/or numbers.

b. **Right** section (white background): this area includes the courses you are currently registered for by status.

- Awaiting Pre-Approval:** from your administrator
- Approved and In Progress:** courses that have been approved
- Awaiting Final Approval:** courses you have taken awaiting final credit.

The screenshot shows the MyLearningPlan interface for Orange-Ulster BOCES. The top navigation bar includes 'Plan', 'Manage', 'Learn', and 'Evaluate'. The left sidebar (orange background) contains the following sections:

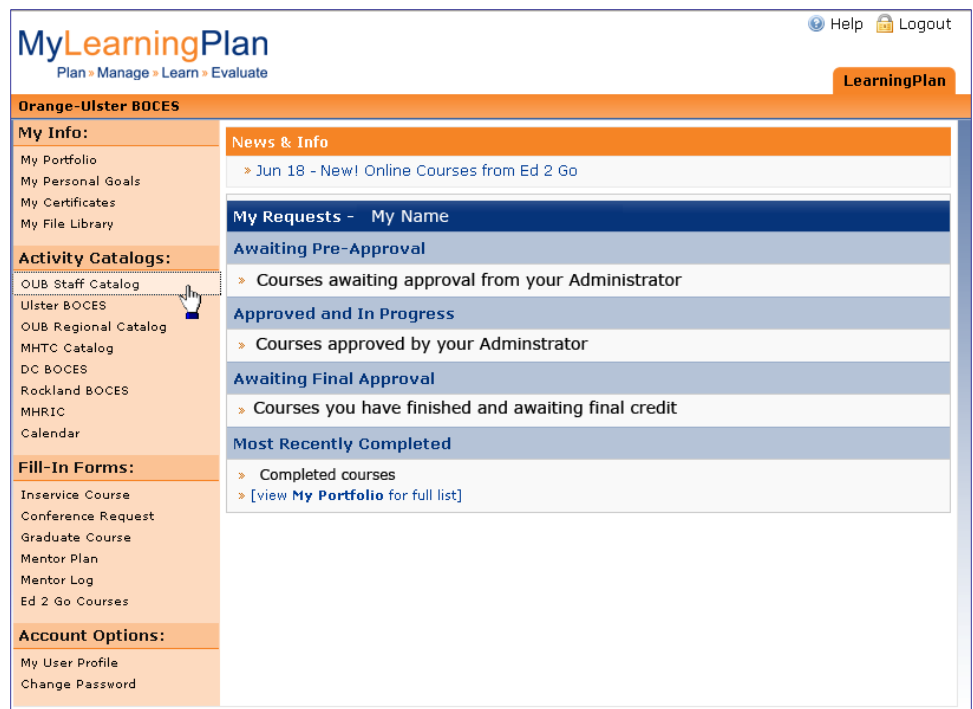
- My Info:** My Portfolio, My Personal Goals, My Certificates, My File Library
- Activity Catalogs:** OUB Staff Catalog, Ulster BOCES, OUB Regional Catalog, MHTC Catalog, DC BOCES, Rockland BOCES, MHRIC, Calendar
- Fill-In Forms:** Inservice Course, Conference Request, Graduate Course, Mentor Plan, Mentor Log, Ed 2 Go Courses
- Account Options:** My User Profile, Change Password

The main content area (white background) shows the following sections:

- News & Info:** Jun 18 - New! Online Courses from Ed 2 Go
- My Requests - My Name:** Awaiting Pre-Approval (Courses awaiting approval from your Administrator), Approved and In Progress (Courses approved by your Administrator), Awaiting Final Approval (Courses you have finished and awaiting final credit)
- Most Recently Completed:** Completed courses, [view My Portfolio for full list]

- iv. **Most Recently Completed:** courses you have recently finished and received final credit. The full list of completed courses can be found in My Portfolio.
4. The O.U. Staff Catalog can be viewed as a calendar or in long format. It can also be searched using a keyword.
- a. Once you find the Staff workshop you are interested in, click on the activity. You will see a screen with full details of the activity and any costs.
  - b. To register for most staff workshops, click the **Sign Up Now** button. You will see a message, “You are now enrolled”. The course will be added to your account under Approved and In Progress.
  - c. Some workshops require approval from your Administrator: to register, click the Request Approval button.
    - i. The course will be added to your list under Awaiting Pre-Approval.
    - ii. If you have checked the choices for “Email Notification” in the My User Profile screen, you will receive an email when your course has been approved. You would also get an email if your administrator denies your course request.
    - iii. Once the course has been approved by your Administrator, it will move to the section Approved and In Progress.
5. **After you have taken your course**, log into My Learning Plan again to complete your course and submit for final credit.

- a. Click on the course you have just taken.
- b. You will be able to note if your attendance was confirmed in this screen. Please note: If your attendance has not been confirmed within a few days after the workshop, contact your Administrator.
- c. You may be required to fill out a **course evaluation** or survey before you can mark your course as complete. Click on the evaluation and answer the questions.



Most evaluations are anonymous.

- d. Once you have completed any required evaluations, the **Complete** link will be enabled. Click the link to mark your course complete. Your course will be submitted for Final Approval and credit.
- e. Some courses will allow you to print out a **certificate** after the course is completed.

Have questions or need assistance? Contact My Learning Plan Support:  
[workshops@ouboces.org](mailto:workshops@ouboces.org)