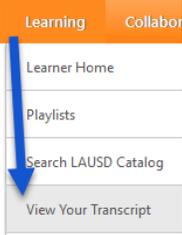
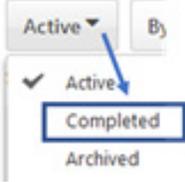




How to Access and Complete this Online Training

Participants must use a current version of Firefox or Chrome web browsers configured to [allow cookies and pop-ups](#). Please contact the [ITD Helpdesk](#) for assistance with configuring MyPLN requirements on your laptop or desktop.

- Go to <http://achieve.lausd.net/mypln>.
- Click the **Login to MyPLN** button.
 - Enter your full LAUSD email address and password.
- Hover over the **Learning** menu and click **View Your Transcript**.
- In your **Active** transcript, click the **Open Curriculum** button for the **Suicide Prevention and Awareness Training 2019-20**.
 - Review the training description and related information;
 - There are knowledge checks within the sections that must be completed;
 - Be aware that MyPLN tracks your progress in the sections and you cannot fast-forward.
- Click the **Activate** button, then the **Launch** button. → 
- Review MyPLN Online Course Requirements and click the **Agree** button at the bottom.
- If you need to close the training window BEFORE completing the video, please note:
 - When you return to complete the course, you will be prompted with the option to resume (at the beginning of the section you left);
 - Selecting **No** will restart the course from the beginning with no option to return where you left off.
- After the training module is completed the **Launch Test** button is made available for the assessment.
 - Click on the **Launch Test** button.
- Review the Examination Instructions and click on the **Continue** button to begin the assessment.
 - As needed, click on the **Retake** button to retake the assessment until a 100% passing score is achieved.
- To access a training certificate:
 - Return to your **Active** transcript;
 - Select your **Completed** transcript;
 - In your **Completed** transcript, click on the training's **View Certificate** button.