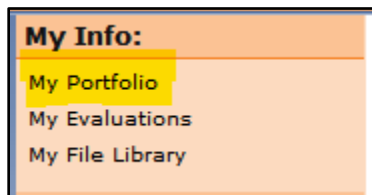


# Use these directions for submitting Credits from Colleges, Universities and Out of District In-Service Courses for Salary Adjustment

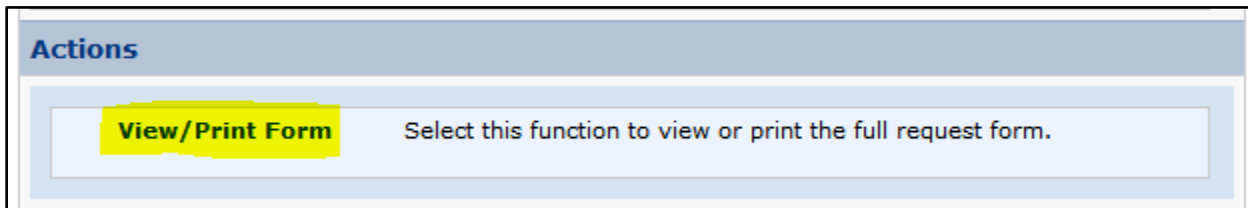
(No less than 9 credits from a combination of College, Universities, Out of District and In-District In-Service Credits may be submitted)

To submit these Credits for salary adjustment, you must to do the following.

1. Log on to [www.mylearningplan.com](http://www.mylearningplan.com)
2. Click **My Portfolio** located on the top left



3. Find and click the name of the Graduate Course you took that you to submit for final approval.
4. Click **View/Print Form**



5. Click the **Print** Button at the bottom



6. Submit the printed form, **your original transcripts** and the "Request for Salary Credits" form to Human Resources