

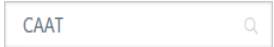


## How to Access and Complete the Online Training

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

The Child Abuse Awareness Training is made available via auto-enrollment for all Los Angeles Unified employees. Others may go to MyPLN to self-enroll (contracted and charter school personnel).

1. Launch ONLY a Firefox or Chrome browser and go to <http://achieve.lausd.net/mypln>. Click the **Login to MyPLN** button and enter your full Los Angeles Unified email address and password.

2. **Search/Register:** Type "CAAT" keyword in the search field located in the upper right-hand corner of the Home page.
 

- a. In the search results, click the title for the *2024-2025 Annual Child Abuse Awareness Training*.
- b. In the Learning Details screen, click the **Open Curriculum** button.
- c. Continue to Step 4.



**Open Curriculum** ▼

3. **Auto-enrolled:** Hover over the **Learning** menu and click **View Your Transcript**.



4. From your **Active** transcript, click on the training's **Open Curriculum** button. Review the training description and related information.

**Activate** ▼

5. Click the **Activate** and **Launch** buttons, then click the arrow icon to start the video.



6. Review MyPLN Online Course Requirements and click the **Agree** button at the bottom.



7. After the training module is successfully completed, the **Launch Test** button will enable.

- a. Click on the **Launch Test** button.
- b. Review the Examination Instructions and click the **Continue** button to begin the assessment.
- c. You may click on the **Retake** button until a 100% passing score is achieved.

**Launch Test** ▼

**Continue**

**Retake** ▼

8. To access the training certificate, return to your **Active** transcript.



- a. Select your **Completed** transcript.
- b. Click on the training's **View Certificate** button.
- c. How to access your certificate video: [click here](#).

**View Certificate** ▼