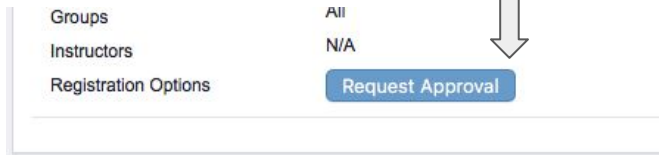


# Requesting a Sub Through My Learning Plan - Registering for a Course

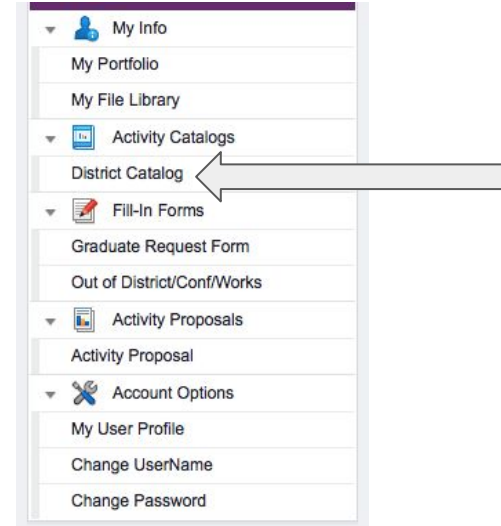
1. Go to the District Catalog and find the course >>>
2. Click on 'Request Approval'



Groups  
Instructors  
Registration Options

All  
N/A

**Request Approval**



- My Info
  - My Portfolio
  - My File Library
- Activity Catalogs
  - District Catalog**
  - Fill-In Forms
- Graduate Request Form
- Out of District/Conf/Works
- Activity Proposals
  - Activity Proposal
- Account Options
  - My User Profile
  - Change UserName
  - Change Password

3. Check Yes sub needed, then time of day and location of where you work (where the sub goes)

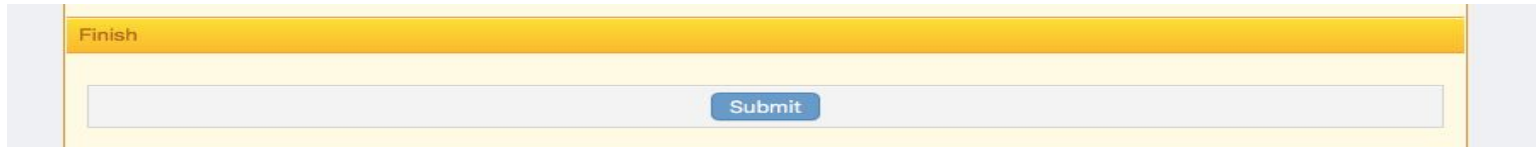


Sub Needed for Date #1  Yes  No

Absence Period1  AM  PM  FULLDAY  NO ABSENCE

Location of Absence1

4. Hit 'Submit' at the bottom of the form. Once approved by the principal, it creates an absence in AESOP



Finish

**Submit**