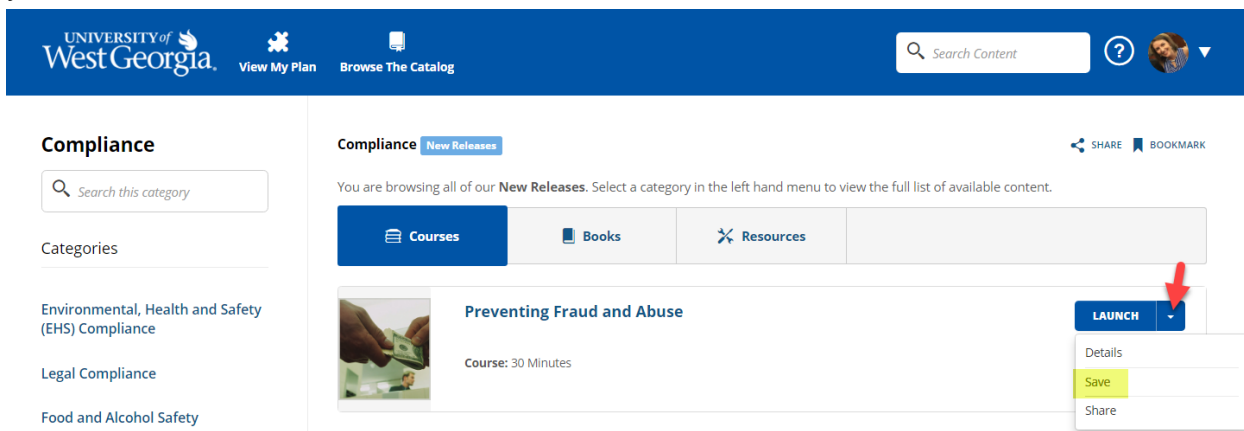
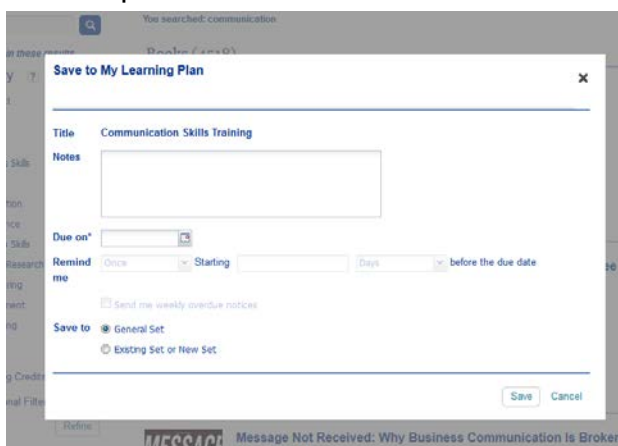


## User Instructions for My Plan

1. Sign into **Develop West** [www.westga.edu/developwest](http://www.westga.edu/developwest). Your User ID and Password will be your UWG network credentials.
2. Click the **VIEW MY PLAN** link.
3. Under **Assigned Learning**, the training courses assigned by your supervisor or an administrator will be listed. The courses can be started by either clicking **Launch** to the right of the title of the course or clicking on the title and clicking the **Launch** link.
4. Items under **Personal Learning** are those items that the user has added to his/her own training plan. To add an item to your personal folder, search for the appropriate course using the **Browse The Catalog** link or by searching in the search box. Once you locate the course you want to add, click the down arrow next to the word **Launch** and click **Save**.



5. The User will have the option to add in personal goals, due date, reminders, etc. before adding it to the personal folder.



6. Once the course has been added, it will appear in the **Personal Learning** folder under **View My Plan**.