



educational service center
of Central Ohio

How to Download your Certificate

Thank you for attending an ESC of Central Ohio workshop! We hope you enjoyed it. If you have not done so already, please complete the short survey via the link you received in your email.

Below are step-by-step directions on how to access your completion certificate. If you need further assistance, please contact Sandy Denney at 614.542.4111 or Sandy.Denney@escoco.org.

Instructions:

1. Go to www.MyLearningPlan.com.
2. Log in to your account (Username is your email address).
3. Click "My Registrations" or "My Portfolio" in the left navigation toolbar.
4. Select the workshop you attended.
5. Click the "Print Certificate" button at the bottom of the page.