



Principles of Leadership Excellence

Website Instructions

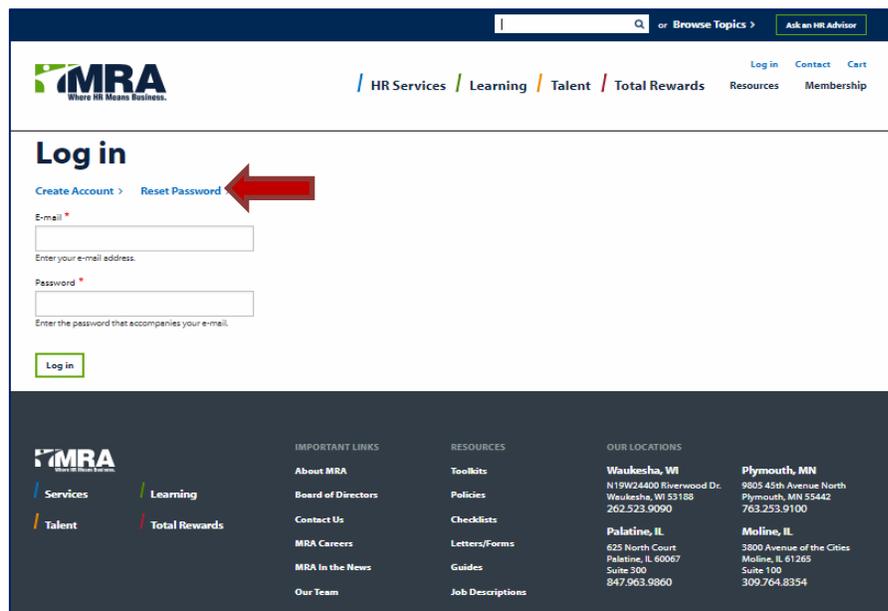


To access the PLX website through the MRA website, please follow these directions.

- Start by logging into the MRA website (www.mranet.org) and enter your E-mail and password.

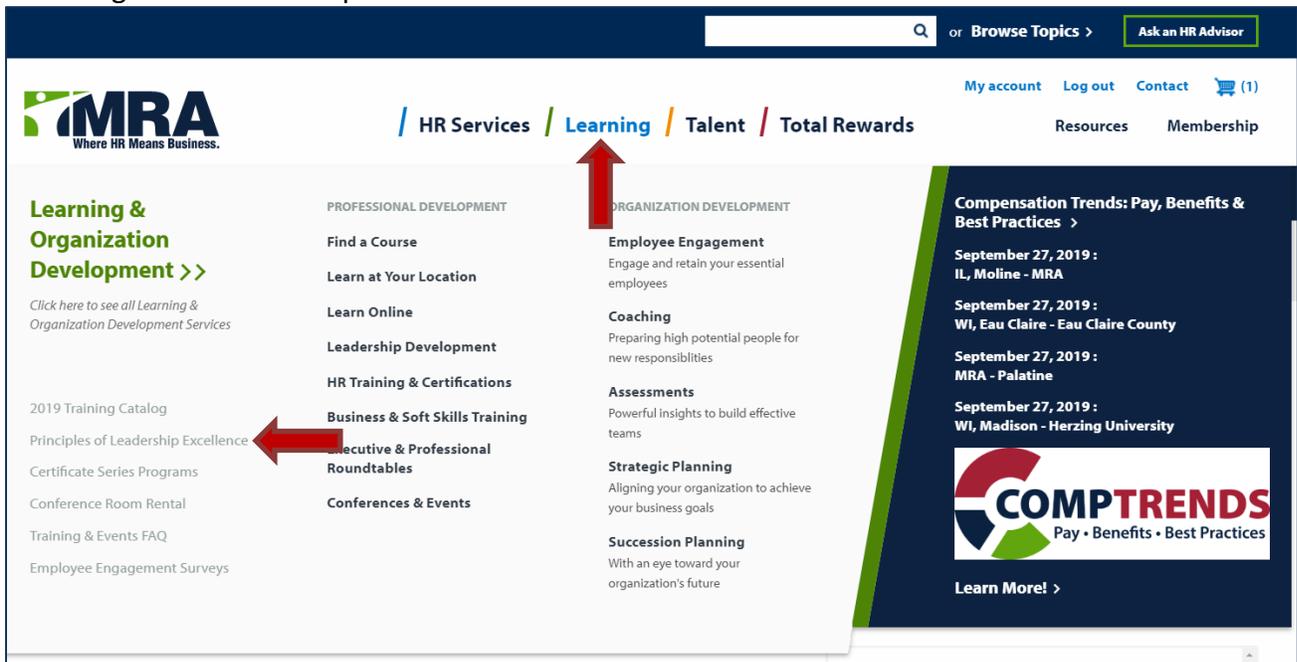


- First time logging in? We already created an account for you. Please follow the below instructions:
 1. Click on the Login button in the upper right corner.
 2. Click "Reset Password."
 3. Enter your email, and then click "Submit."
 4. Password reset instructions will be sent back to you via an email. Click on the link in the email or copy and paste the link into your browser. If you do not see the email come through, please check your spam.
 5. Once you click on the link in the email, it will take you to the "Log In" page, click Log In.
 6. Fill in the information to change your password, and then scroll to the bottom of page and click "Save."
 7. Your dashboard will appear and you will be logged in.

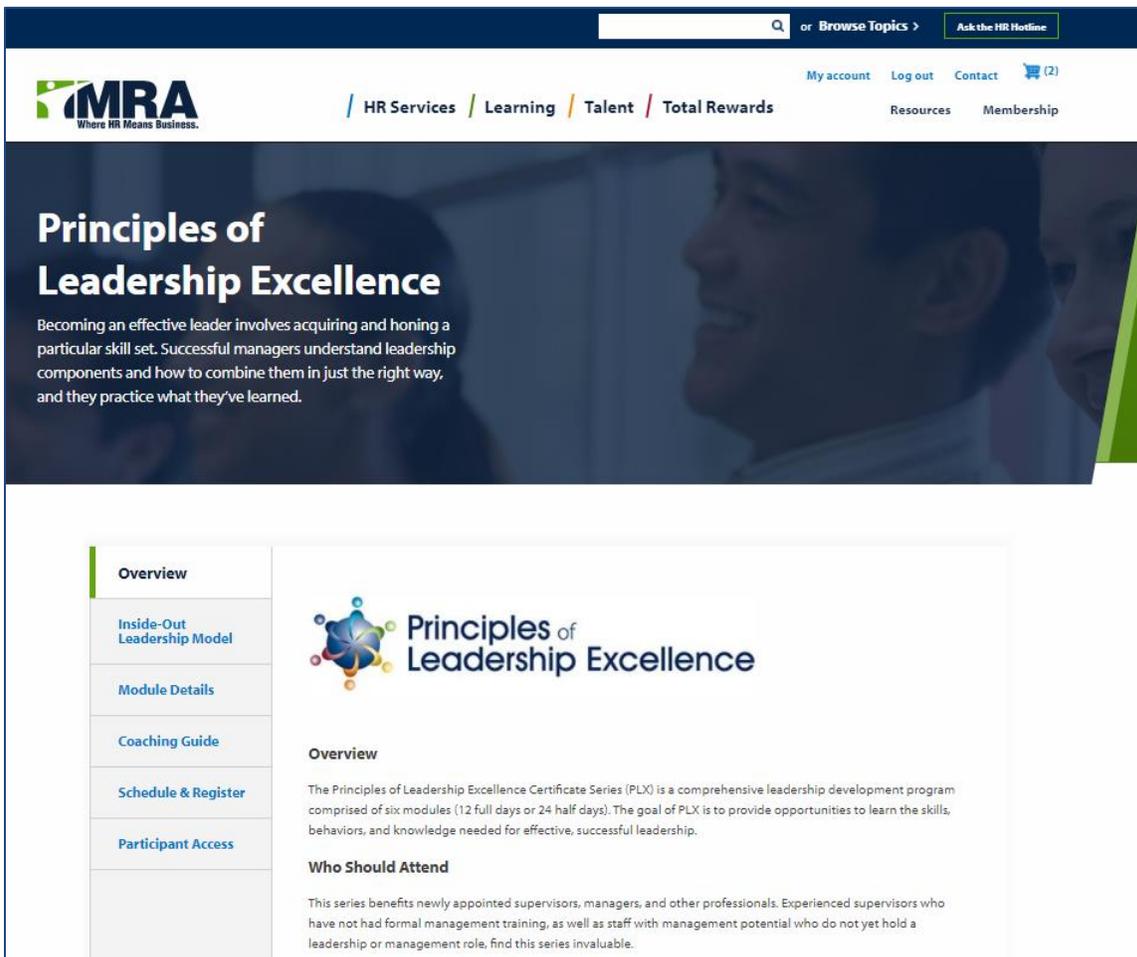


Once you are successfully logged in, Log in will change to Log out. From here:

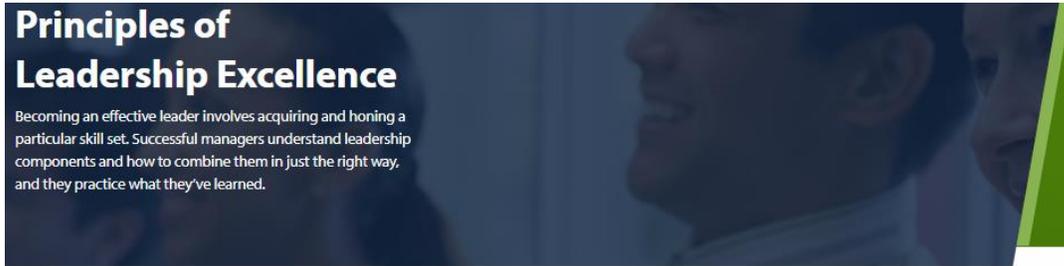
1. Click on the Learning tab to view menu.
2. Click on Principles of Leadership Excellence in the first column under Learning & Organization Development.



The PLX website will appear.

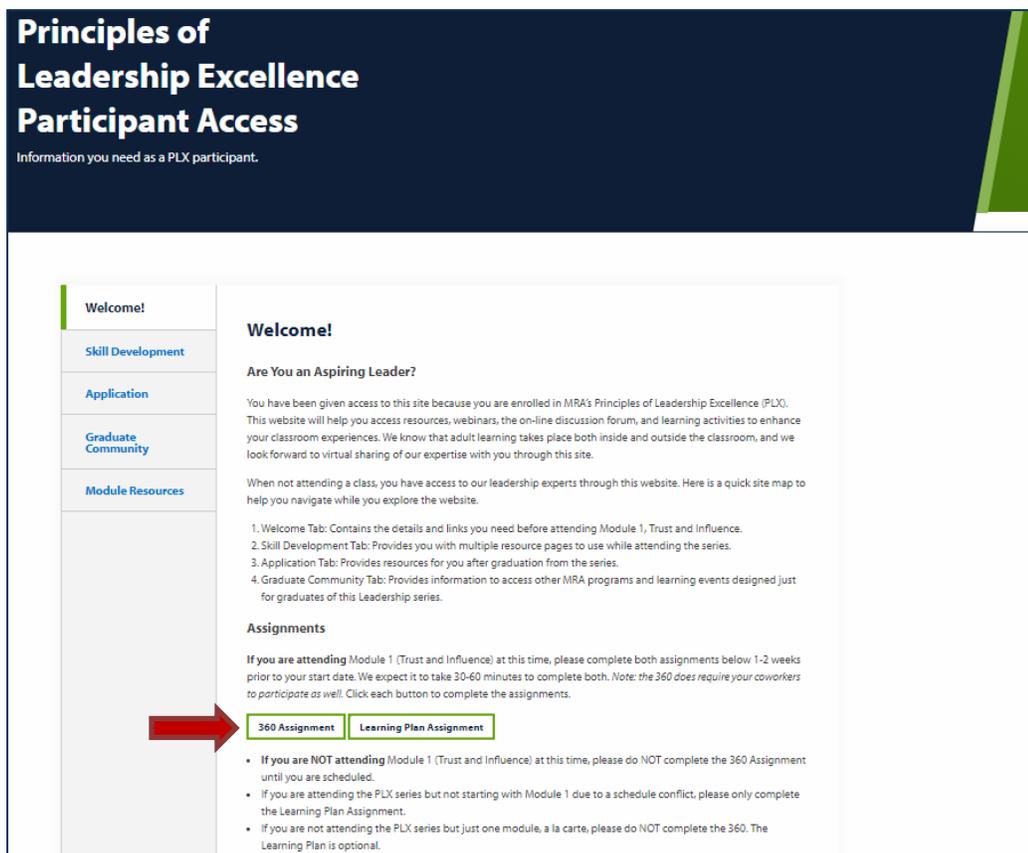


Click on Participant Access and a menu will appear to the right with Website, Game (Diagnostic Direction Tool reinforcement learning game), Intersession & Intermodule Work, and Website Instructions*.



*Important note: The Forum will be added back to this area after it is rebuilt. For now, any intersession assignment that asks you to post on The Forum, please just be prepared to report out about your experience in the next class.

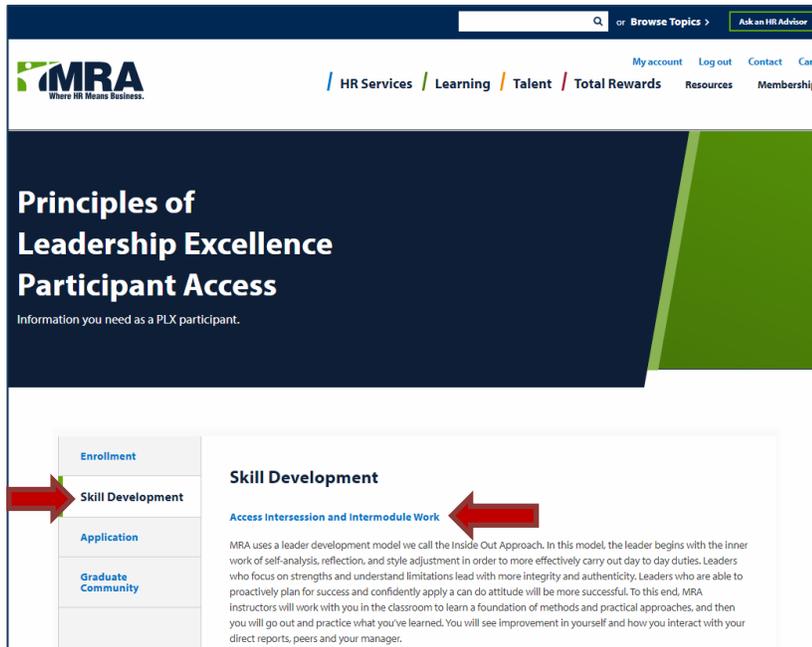
Click Website to go to the screen with series information and to complete your first two assignments. If the Welcome! page does not come up, check again to make sure you are logged in. If it still does not come up, please contact Judy Bell at judy.bell@mrnet.org or 262-696-3313 to verify your login has been set-up for access to PLX.



In order for you to get the most out of your training, if at all possible, please complete the 360 and the Learning Plan assignments prior to attending your first class.

- The 360 assignment. Your manager, your peers, your subordinates, and you will receive a survey via email with a link that will allow you and them to provide feedback about your work performance. You will receive your personalized feedback report on the second day of Principles of Leadership Excellence 1.
- Learning Plan Assignment. You will need to begin writing a Learning Plan. In your plan, you'll set learning goals that will help you focus on issues that are particularly relevant to your job.

Click back to the Welcome! Page. Click Skill Development, and then click Access Intersession and Intermodule Work.



When you click a module, you will have detailed instructions for the work to do, and in some cases, links for webinars or other sites you need to visit for the work.

Click the Module prior to the one you are attending. For example, if you are attending Module 3, click Module 2. Scroll down in that module to view Intermodule Work and complete the assignment before coming to class. From there, you may click the module you are attending (ex – Module 4), to view the necessary prework between Day 1 or 2 of the module (Intersession Work).

