There are three categories of district staff who need to be granted VLP access. Those are listed below with directions about how to gain access to the VLP.

<table>
<thead>
<tr>
<th>DISTRICT STAFF</th>
<th>HOW TO OBTAIN VLP ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>District teachers who do not have a web applications user id and password</td>
<td>• Follow the steps outlined in the attached document</td>
</tr>
</tbody>
</table>
| District teachers who already have a web applications user id and password | • For those with web app accounts, log into web apps  
• Open the Educator Certification System  
• Verify information (name, SSN)  
• Once verified, log out of the Educator Certification System  
• “Virtual Learning Platform” should appear in the web apps menu no later than the following morning |
| District and building administrators                   | District user managers will need to grant access to the district administrators and the building administrators by following the steps below: |

```plaintext
To grant access to the district administrator - select the VLP application at the district level, check the box next to the VLP district administrator, and process the request.

```

```plaintext
To grant access to the building administrators - select the building from the dropdown list, select the VLP application at the building level, check the box next to the VLP building administrator, and process the request.

```