

## Mentor Logs

Mentors are required to keep a record of all mentoring hours. Teachers will receive 2 in-service credits (30 hours) for mentoring new teachers to Nassau BOCES and 1 in-service credit (15 hours) for teachers mentoring new teachers to a program/buildings.

1. Go to [www.mylearningplan.com](http://www.mylearningplan.com)
2. Log-in
  - a. User ID: GroupWise email e.g. [ggrosso@mail.nasboces.org](mailto:ggrosso@mail.nasboces.org)
  - b. Password: First time users' password is changeme
3. Select the Mentor Log Form
4. Mentors will need to submit a **Mentor Log** form for each new activity. On the LearningPlan home page, a record of all log forms will be listed.
5. Once all activities have been submitted for the year, select [\[Submit Log For Review\]](#).
6. Review the logs and select all activities to be counted for Mentor hours and select **Review and Submit**.
7. MyLearningPlan will combine all the forms into one log for your final review. Once completed, select **Submit for Approval**. The form will be sent to the building principal for approval.
8. Once the log has been submitted and approved, the Mentor log will be in the Most Recently Completed section on the MyLearningPlan homepage. Click on the link and you will be able to print a Mentor Log certificate stating you completed hours of mentoring. Mentors in-service credits will be available for use toward salary adjustments.