



To Print a Receipt On-line

1. Go to *www.cciu.org*. Move cursor and double-click on “Courses” (in the upper-right hand side of the screen).
2. Click on “Access your account”
3. Click on “I’m a registered user”
 - A. If you are a My Learning Plan District:
 - a. Log-in to My Learning Plan using your MLP ID and password.
Please note: If you do not know your ID and password, call the technical contact or My Learning Plan administrator in your district.
 - B. If you are a registered user (not from a My Learning Plan District):
 - a. Log-in to your account using your ID and password.
Please note: If you do not know your ID and password, email info@mylearningplan.com to request your information.
4. When you have logged-in, click on the title of the course for which you would like to print a receipt.
5. Scroll down the page and click “Print Receipt.”
 - a. Note: The print receipt option will only be available if you have paid for the course and the registrar has processed your payment.