How to Submit a My Learning Checkpoint

Use this tutorial when you’ve been asked to submit a piece of training evidence in order to receive credit for a My Learning Checkpoint or Program.

Find Your Checkpoint via Program Title or Checkpoint Title

Via Program Title
A Checkpoint is usually part of a My Learning Program. Know the title of your Program and look for it on your My Learning dashboard. See below to search via Checkpoint title.

Enter the Program by clicking the title on your My Learning dashboard.

Click “Resume” at the top of your Program to take you to the next step. If that step is not the Checkpoint, continue below.
Via Checkpoint Title
A Checkpoint may appear as its own item on your My Learning dashboard.

Find the Checkpoint title on your My Learning dashboard and click it.

Follow the Checkpoint Instructions

The Checkpoint will have instructions for you to follow – please follow them exactly. If you have questions, please email CSUtraining@colostate.edu.

Sample instructions:

Request for SDP University Requirement Checkpoint

Please go to your My Learning Dashboard and use List View (not Grid View) to find your COMPLETED Supervisor Development Program-eligible titles and dates. For additional assistance with qualifying titles, you may look up this SDP Program Checklist. When you have completion dates for all of the Talent Development requirements listed in this form (not before, please):

- Complete this form
  - Make sure to click “SEND ME A COPY OF MY RESPONSES”
  - Click the SUBMIT button at the bottom of the form
- Save the emailed copy of your responses as a .pdf
- In the Evidence section below, click the paper clip icon to upload your saved .pdf into this Checkpoint
- Click “request approval.”
- You will be notified by email once your submission has been reviewed for re-submission or approval

Once this Checkpoint gains a status of Approval, you will earn your completion in the Supervisor Development Program, University Requirement. Please contact CSUtraining@colostate.edu with any questions.

Don’t forget to upload your evidence if required, then click SUBMIT.
**Wait for Approval or Request to Resubmit**

A My Learning administrator will review your Checkpoint and you will either get an email that you have been approved, or you will get an email asking for more information and perhaps an updated submission.

To re-submit, follow the steps above, one more time.

For additional questions, please contact the [My Learning Support email](#). Please note this is not a 24-hour help desk, however a team member will be able to respond within 24 - 48 hours.