


# professional learning transcript

## Employee Access

### OPTION 1

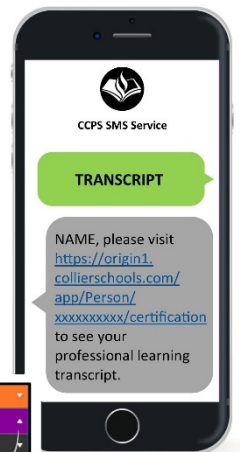
- Step 1: Click  to access your transcript
- Step 2: You will be required to sign in with your district credentials in order to view your transcript

*You must be using Google Chrome, Safari or FireFox as your internet browser*

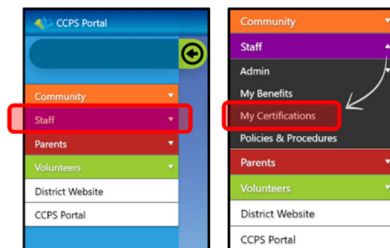


### OPTION 2

- Step 1: Text the word **TRANSCRIPT** to (239) 208-0970 from any mobile device, with text capability
- Step 2: You will then receive a reply with a unique link, which will direct you to your transcript
- Step 3: You will be required to sign in with your district credentials in order to view your transcript

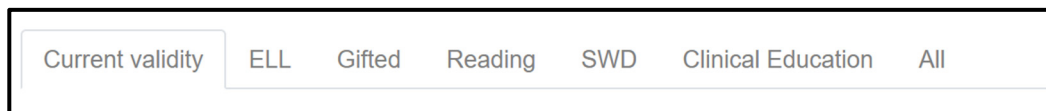


Once you are signed into the **new** portal, you will click on the “Staff” dropdown menu, on the left hand side of the screen. Then select “My Certifications”

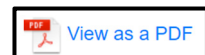


### NAVIGATING THROUGH YOUR TRANSCRIPT

- The first tab (Current Validity) will display only those trainings you have completed within your current validity period. These are the points that you can use for your upcoming professional certificate renewal.
- If you would like a breakdown of your points, you can toggle between the various categories, to narrow down your endorsement/requirement areas.
- The “ALL” button displays all trainings completed, regardless of date and current validity period.



- If you would like a printable copy of your transcript, you can also click on the .PDF button. This will generate your transcript as a .pdf file that you can not only print but save as well.



- Please keep in mind that if you do not see your points for a recent training, they have not been processed yet. The training coordinator has two weeks from the date of completion to turn in all documents and sign-in sheets. Once we receive the completion documentation, your points will be awarded within ten (10) business days.