

# professional learning transcript

## Employee Level Access

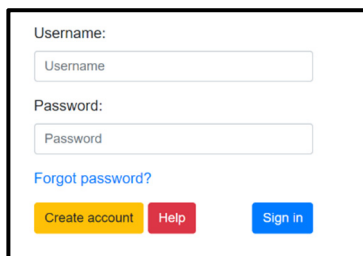
### OPTION #1 CCPS Portal (using any district PC)

**Step 1:** Click on the CCPS Portal icon, found on your desktop



**Step 2:** Within the Employee Section, click on the “Professional Learning” option.

**Step 3:** You will then sign in with your district credentials (computer login).

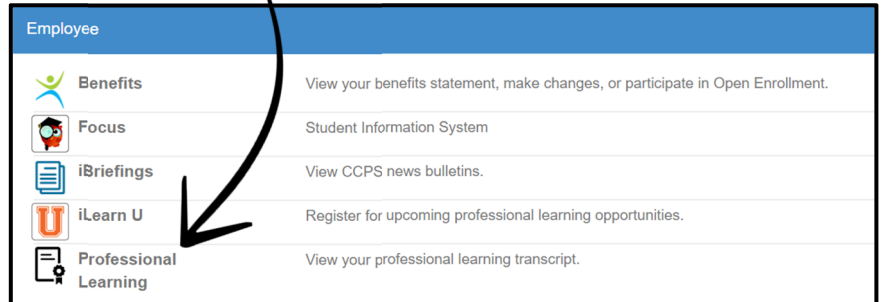


Username:

Password:

[Forgot password?](#)

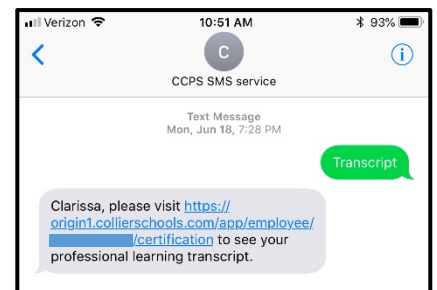
[Create account](#) [Help](#) [Sign in](#)



### OPTION #2 Text (using any mobile device, with text capability)

**Step 1:** Text the word **TRANSCRIPT** to (239) 208-0970 from any mobile device

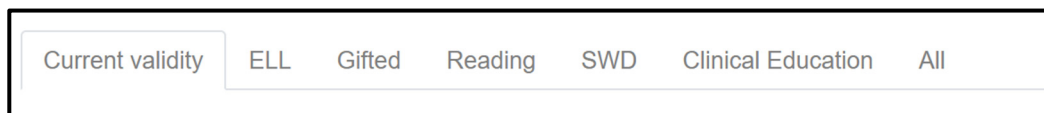
**Step 2:** You will then receive a reply with a unique link, which will direct you to your transcript.



**Step 3:** You will then sign in with your district credentials (computer login).

## 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 five (5) business days.