How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to STC's website (http://www.southtexascollege.edu)

2. Click on "**Academic Affairs**"

3. Select "**Professional & Organizational Development**"

4. Enter **Email address**. *(campus email address)*

5. Enter **Password** *(campus password)*

6. Go to **My Content**

7. [View/Print Transcript]   *(Your Participant Transcript will generate.)*

   If a Workshop does not appear in your Transcript, verify the following has been complete:
   - Registration status is "Approved".
   - Attendance status has been confirmed via an official "Sign-In".
   - A workshop evaluation has been submitted and confirmed.

Reminder: To successfully logout, click on "Welcome *Name",* and Logout.