How To Print a Transcript on Professional Development
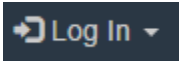
To Print a Transcript:

1. Go to Region One ESC's website (http://www.esc1.net/)

2. Click on _____ Workshops *(top right hand side of the page)*

3. Click on ⊕ Log In ▾ *(top right hand side of the page)*

4. Enter **Email address**. *(Same one that was used when creating your profile)*

5. Enter **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.