



How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to **Los Fresnos' Website** (<http://www.lfcisd.net/>)
2. Click on "**Quick Links**"
3. Select "**Professional Development**"
4. Enter **Email address**
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.