



How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to [Vanguard Academy's Website](#)
2. Click on "**Resources**" - **Staff Links** Select "**Professional Development System**"
3. Enter **Email address**
4. Enter **Password**
5. Go to **My Content**



[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.