How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to **Edinburg's Website** (http://www.ecisd.us/)

2. Click on "**Resource Logins**" - Select "**Professional Development**"

3. Enter **Email address** (district email address)

4. Enter **Password** (district email password)

5. Go to **My Content**

6. **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.