How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to **McAllen's Website** (http://www.mcallenisd.org/)

2. Click on "**Staff**" – "**Rapid Identity**"

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.