



How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to PSJA's Website (<http://www.psjaisd.us/>)
2. Click on "**Staff**" – "**Teacher Staff Links**"
3. Select "**Professional Development**"
4. Log In - **Enter Email** (district email address)
5. Enter **Password** (district password)
6. 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.