



How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to **La Joya's Website** (<http://www.lajoyaisd.com/>)
2. Click on "**Staff**" - Select "**Staff Development (PDS)**"
3. Enter **Email address** (Enter your La Joya ISD email)
4. Enter **Password** (Enter your La Joya ISD email 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.