



How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to [Professional Development System/ OmniTrack](#)
2. Enter **District Email address**
3. Enter **District Password**
4. 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.