

Professional Development/Training Registration My Transcript Video Transcription

Your My Transcript will contain information about any PD/T Registration system courses you have successfully completed, submitted for completion and the Presenter/Sponsor has approved.

Click on the My Transcript link along the left navigation. To see courses you select the Term from the drop down menu or leave the default selection of Any Term. Then click Search.

This will refresh the screen and show you the Courses you have successfully completed along with the Course Name, Section, Term, Presenters, Completion Date and an option for Exporting a Certificate. Click Export to open or save a certificate to your computer showing you have successfully completed that course.

You can also export out a Transcript to PDF or to Excel file which will show the table contents of your My Transcript screen.