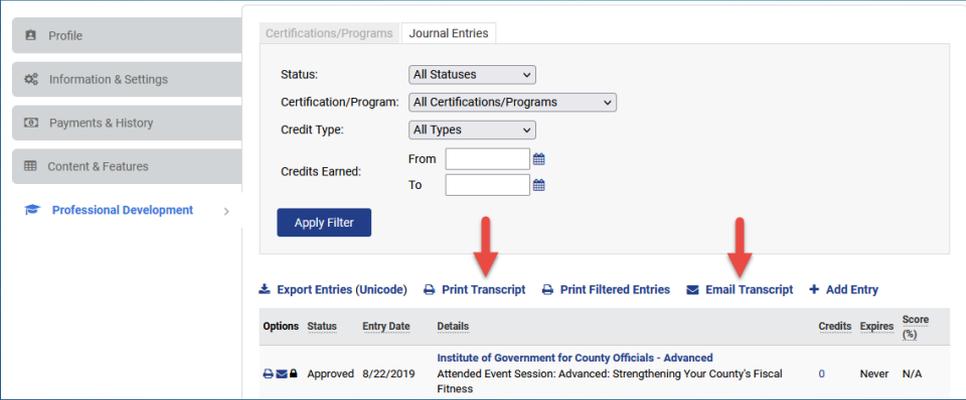


SCAC Member Portal

▶ VIEWING TRANSCRIPTS

- ▶ Sign in to the county master account**
- ▶ Click on Information & Settings, then the Sub-accounts tab
- ▶ Scroll to councilmember whose transcript you want to see and click the blue arrow icon to “Sign in as this member”, then click “OK”
- ▶ Click on “Professional Development” and then “Print Transcript”



The screenshot displays the SCAC Member Portal interface. On the left is a navigation menu with options: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development (selected). The main content area is titled 'Journal Entries' and includes filter options for Status, Certification/Program, Credit Type, and Credits Earned (From/To). Below the filters is an 'Apply Filter' button. Two red arrows point to the 'Print Transcript' and 'Email Transcript' buttons in the action bar. Below the action bar is a table with columns: Options, Status, Entry Date, Details, Credits, Expires, and Score (%).

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
 	Approved	8/22/2019	Institute of Government for County Officials - Advanced Attended Event Session: Advanced: Strengthening Your County's Fiscal Fitness	0	Never	N/A



SCAC Member Portal

- ▶ VIEWING TRANSCRIPTS (CON'T)
 - ▶ Sign-out
 - ▶ **Repeat steps from sign-in to view transcripts for multiple councilmembers

