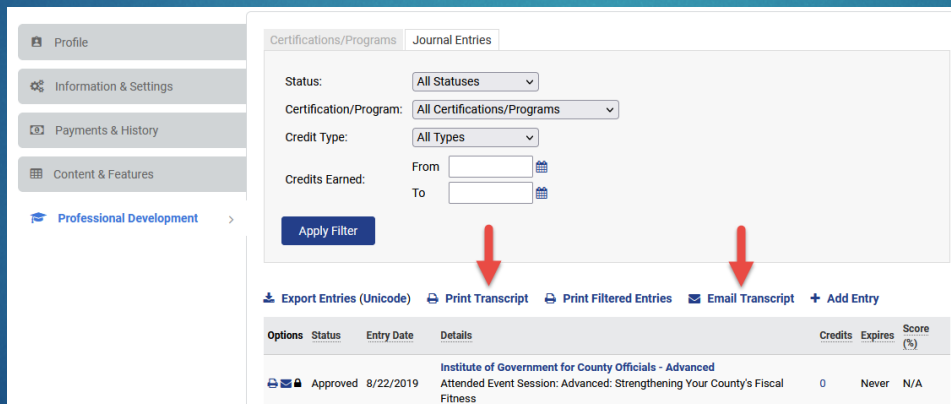


# SCAC Member Portal

## ► 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 sidebar with navigation links: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development (which is highlighted). The main content area is titled 'Certifications/Programs' and 'Journal Entries'. It contains filter dropdowns for Status (All Statuses), Certification/Program (All Certifications/Programs), and Credit Type (All Types). There are also input fields for 'From' and 'To' dates under 'Credits Earned', and an 'Apply Filter' button. Below the filters, there are action links: 'Export Entries (Unicode)', 'Print Transcript' (indicated by a red arrow), 'Print Filtered Entries', 'Email Transcript' (indicated by another red arrow), and 'Add Entry'. A table below these links shows a single entry with columns for 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

