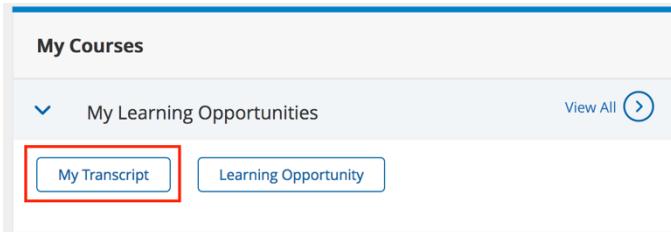


Quick Guide

How to Download Your Transcript

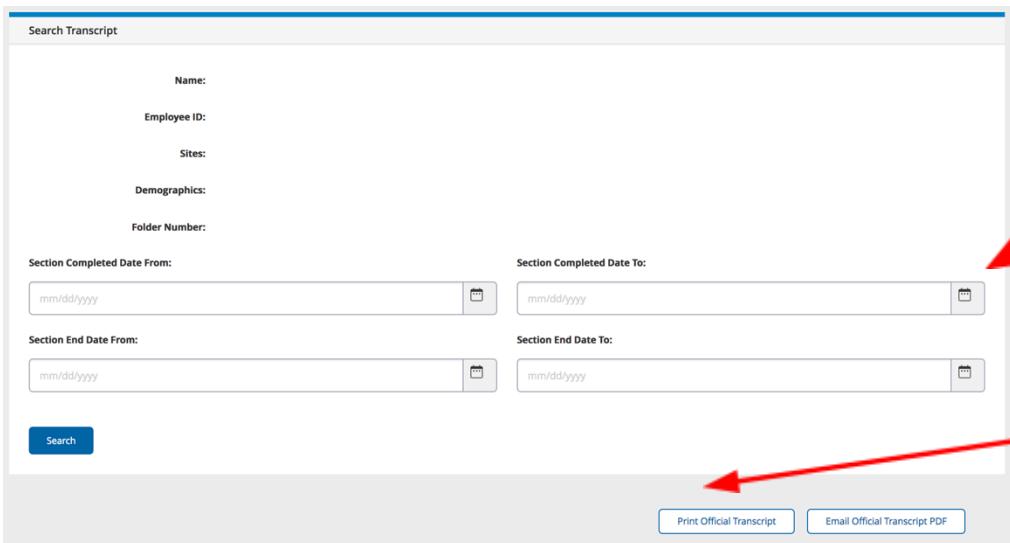
Link to AEA Professional Learning Registration System: <https://aealearning.truenorthlogic.com>

1. Click on the **Home** tab in the tabs along the top of the screen.
2. Locate the **My Courses** channel and click **My Transcript** button.



The screenshot shows a user interface for 'My Courses'. At the top, there is a dropdown menu labeled 'My Learning Opportunities' with a 'View All' button. Below this, there are two buttons: 'My Transcript' (which is highlighted with a red box) and 'Learning Opportunity'.

3. On the **My Transcript** page, verify your information.

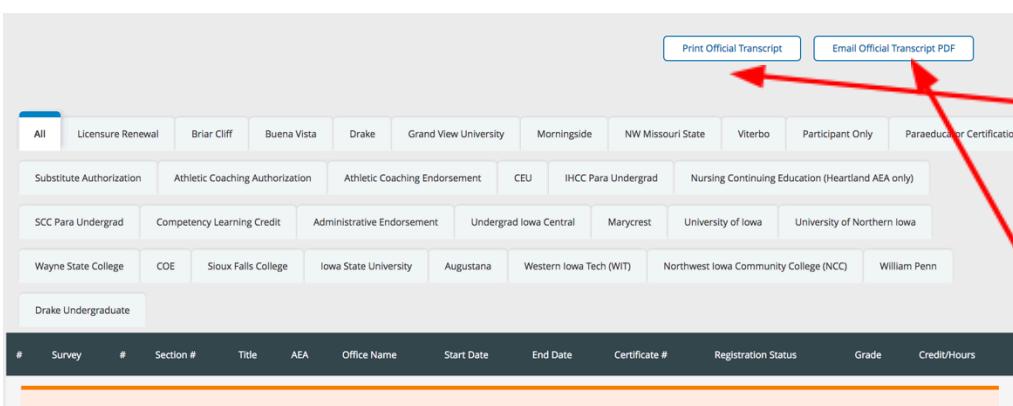


The screenshot shows a 'Search Transcript' page. It includes fields for 'Name', 'Employee ID', 'Sites', 'Demographics', and 'Folder Number'. Below these are two sets of date range fields: 'Section Completed Date From' and 'Section Completed Date To', and 'Section End Date From' and 'Section End Date To'. A 'Search' button is located below the first set of date fields. At the bottom right are two buttons: 'Print Official Transcript' and 'Email Official Transcript PDF'. A red box highlights the 'Print Official Transcript' button, and a red arrow points from this box to a callout box on the right.

Enter the date range of the courses you would like to appear on your transcript.

Click the **Print Official Transcript** button.

4. Scroll down to see the list of your courses below the tabs.



The screenshot shows a list of courses. At the top right are two buttons: 'Print Official Transcript' and 'Email Official Transcript PDF'. A red arrow points from the 'Print Official Transcript' button to a callout box on the right, and another red arrow points from the 'Email Official Transcript PDF' button to a callout box on the right.

To obtain a complete transcript, click the **Print Official Transcript** button.

To email your transcript, click the **Email Official Transcript PDF** button.