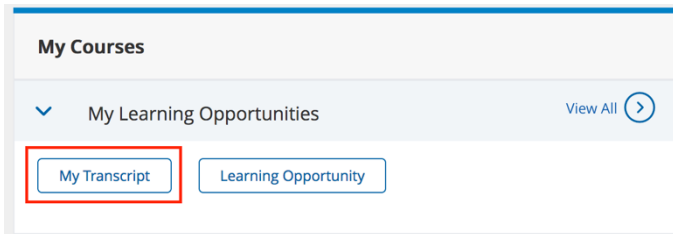


How to Download Your Transcript

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.



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

A screenshot of the 'Search Transcript' page in the AEA Professional Learning Registration System. The page contains several input fields for search criteria: Name, Employee ID, Sites, Demographics, and Folder Number. Below these are date range selectors for 'Section Completed Date From' and 'Section Completed Date To', and 'Section End Date From' and 'Section End Date To'. A 'Search' button is located at the bottom left. At the bottom right, there are two buttons: 'Print Official Transcript' and 'Email Official Transcript PDF'. Red arrows point from the date range fields and the 'Print Official Transcript' button to callout boxes.

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.

A screenshot of the course list table in the AEA Professional Learning Registration System. The table has columns for #, Survey, #, Section #, Title, AEA, Office Name, Start Date, End Date, Certificate #, Registration Status, Grade, and Credit/Hours. Above the table are buttons for 'Print Official Transcript' and 'Email Official Transcript PDF'. Red arrows point from these buttons to callout boxes.

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

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