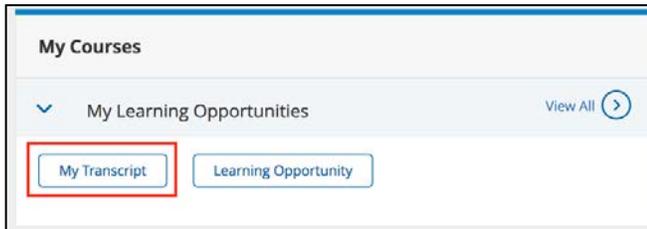


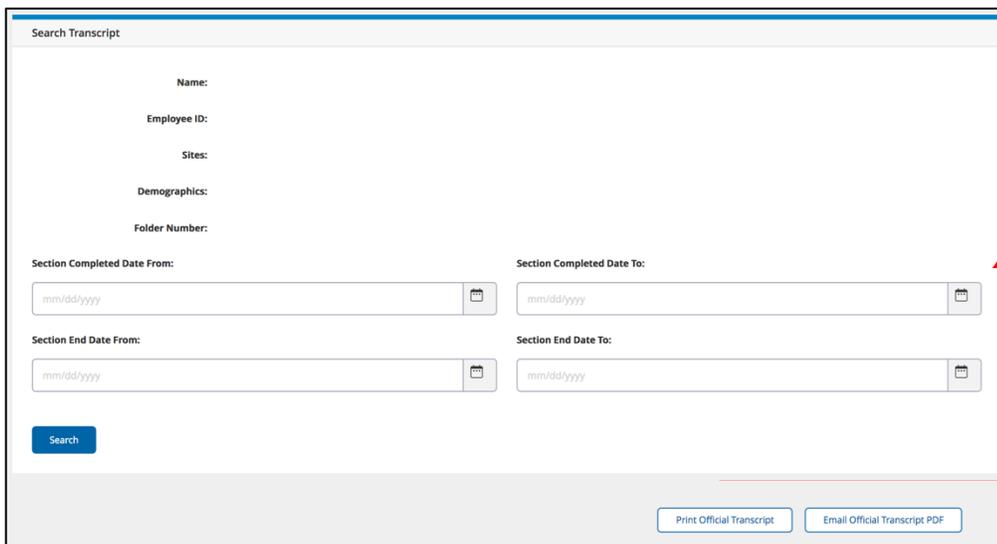
# How to Download Your Transcript

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.



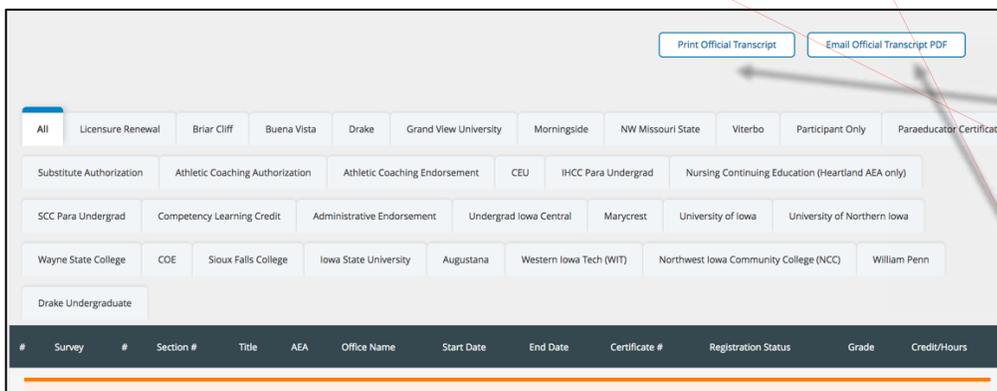
3. On the **My Transcript** page, verify your information.

A screenshot of the 'Search Transcript' page. It features several input fields for search criteria: Name, Employee ID, Sites, Demographics, and Folder Number. Below these are date range fields: 'Section Completed Date From' and 'Section Completed Date To', and 'Section End Date From' and 'Section End Date To'. Each date field has a calendar icon. 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'. A red arrow points from a text box to the 'Section Completed Date To' field.

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 page. At the top, there are two buttons: 'Print Official Transcript' and 'Email Official Transcript PDF'. Below them is a grid of tabs for different course categories. At the bottom, there is a table with columns: #, Survey, #, Section #, Title, AEA, Office Name, Start Date, End Date, Certificate #, Registration Status, Grade, and Credit/Hours. A red arrow points from a text box to the 'Print Official Transcript' button.

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

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