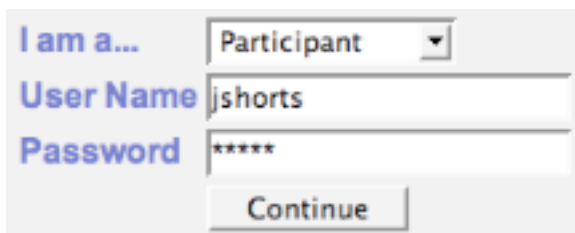


## Printing a Course Wizard Transcript For Inservice Flexible Credit

1. Launch your Web browser and go to the Shelby County Schools Web site.  
**http://www.scsk12.org**
2. Click the **Staff Development** link in the blue frame on the left.
3. On the next screen click on the link to **Register for a Workshop**.
4. On the **Log In** screen, follow the directions to log in as a **Participant**. Use your first initial and last name as your **User Name** and the last four digits of your social security number as your **Password**. (Use no spaces and no capital letters!)



The screenshot shows a login form with the following elements:

- A dropdown menu labeled "I am a..." with "Participant" selected.
- A text input field labeled "User Name" containing "jshorts".
- A text input field labeled "Password" containing six asterisks "\*\*\*\*\*".
- A "Continue" button at the bottom.

Log-in as a **Participant**.

Type your **first initial and last name**.

Enter the **last four digits** of your social.

Click the button to **Continue**.

5. Click the **Show my Transcript** link at the top of the next screen.



6. When your Participant Transcript appears, use the **File** menu to **Print**.
7. When you finish printing, click the **Logout** link at the bottom of the page.

