

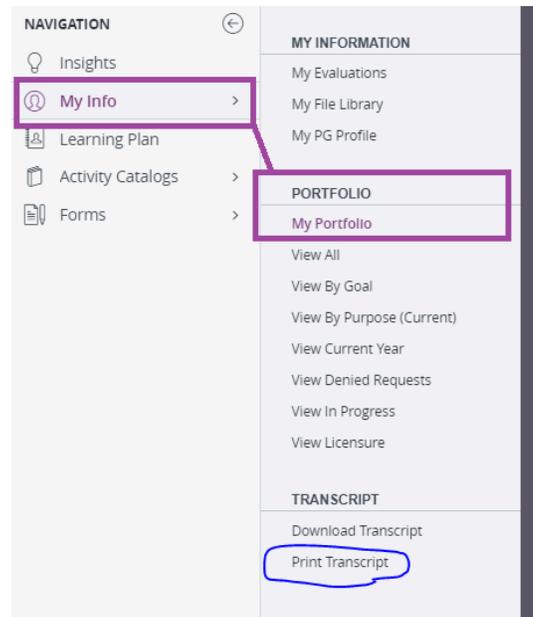
Printing Certificates & Transcripts



[Frontline](#) digitally stores your professional development record in your portfolio. It is from there you can print your entire Transcript or individual certificates for each course completed through the KSDC.

Printing a Transcript

- All staff should periodically check on credits to ensure accuracy of information. Log on to your Fronline account and choose “My Info” and then “My Portfolio” to view your hours & credits.
- You can also choose to export or Print your Transcript here as well:
-  Monitoring your Total Credits



Printing Individual Course Certificates

- Log on to your Frontline account, choose “My Info” and then “My Portfolio” [see image above]
- You will see a list of all completed and confirmed hours earned each year. By clicking on the name of the workshop, under Actions you can then print a [specific certificate](#) for that course:

C E N T E R		
Completed:		
Date Completed	Title	Hours
2023-2024 (1 Record)		
07/31/2023	Cult. Res.: Social Justice Connection: 21 Days to Better Understanding - Summer Session	20.00
		20.00

