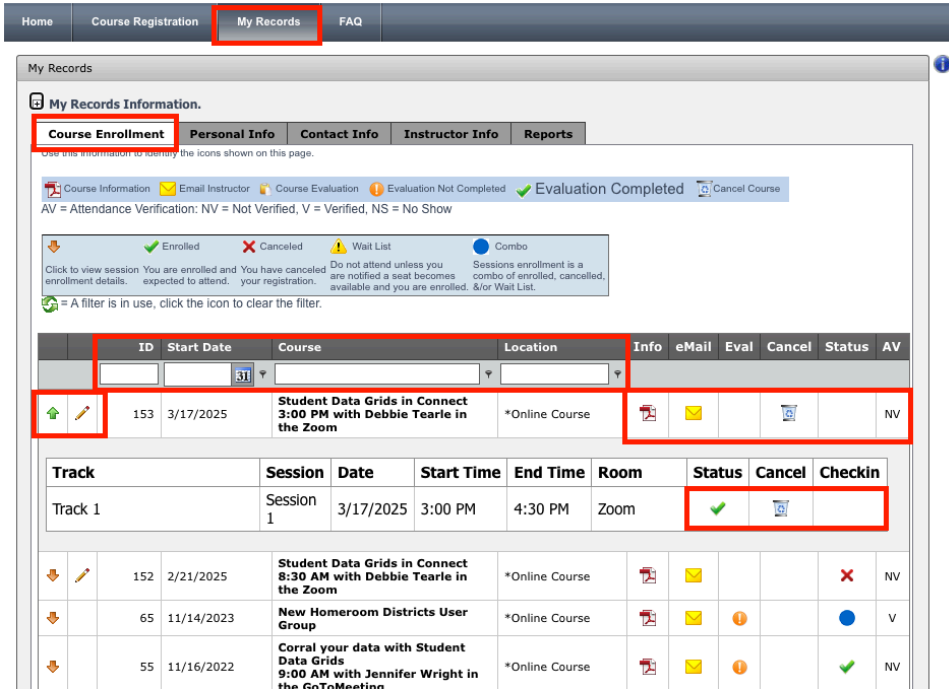
















My Courses: Manage Course Enrollment and Print Transcripts

1. Click on the **My Records tab** at the top of the page, then choose the **Course Enrollment tab**.
2. Use the filters at the top of the columns to narrow your search.



Glossary of Icons

	View Session Enrollment Details		PDF Course Information to view/print (Info Column)
	Close Session Enrollment Details		Email Instructor (Email Column)
	Edit		Complete the Course Evaluation (Eval Column) The evaluation icon will only appear on the last day of the course. Hovering over the document icon will display the evaluation due date. You have ten (10) calendar days after the course date to complete an evaluation. You will still receive credit even if you do not complete the course evaluation in time.
	Evaluation Completed (Eval Column)		Evaluation Not Completed

	<p>Cancel Course/Delete (Cancel Column): You may cancel course registration until the course start date. A new confirmation window will appear. Click YES if you wish to cancel your registration.</p> <div data-bbox="215 472 751 724" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Cancel Enrollment</p> <p>Enrollment Information</p> <p>Cancel Enrollment</p> <p>If you answer YES it will Cancel a Session or the Entire Course. If you are not sure answer no and it will return to MY Records.</p> <p>Course ID: 153</p> <p>Course Title: Student Data Grids in Connect</p> <p>Location: *Online Course</p> <p>Course Dates: 3/17/2025 to 3/17/2025</p> <p>This will cancel this ALL Sessions for this course.</p> <p style="border: 2px solid red; padding: 2px;">Are You Sure You Wish to CANCEL this Enrollment?</p> <p>YES NO</p> </div>		<p>Canceled Registration (Status Column)</p>
	<p>Enrolled and Expected to Attend (Status Column)</p>		<p>Waitlist (Status Column): Only attend if you are notified that a seat becomes available and you are enrolled.</p>
	<p>Combo (Status Column) Session enrollment is a combo of enrolled, canceled, and/or waitlisted.</p>		<p>If a filter is in use, click the icon to clear the filter.</p>
<p>AV</p>	<p>Attendance Verification</p> <ul style="list-style-type: none"> ● NG = No Grade ● NV = Not Verified ● C = Complete ● V = Verified ● NS = No Show 		



Print Transcripts

1. Click on the **My Records tab** at the top of the page, then choose the **Reports tab**.
2. **Select Report** from the dropdown menu.
 - Attendance Certificate
 - Individual Course Clock Hour Report
 - Official Transcript
3. **Select a Course** from the drop-down menu.
4. Click **Preview**.
5. You will see the document. Select the **Download icon** or **Print icon** in the top left corner.

[Home](#)[Course Registration](#)[My Records](#)[FAQ](#)

My Records

☐ My Records Information.

New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with  are required. Click the  at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

[Course Enrollment](#)[Personal Info](#)[Contact Info](#)[Instructor Info](#)[Reports](#)

Click into the drop down box to select the desired report.

Select the PDF output option. For some reports you will also select the course.

Note: Your attendance in the course must be verified by the instructor before you can print a certificate or the course will be added to your transcript.

Select Report:

Individual Clock Hour Form

☐ Search Criteria

Select Course:

65-New Homeroom Districts User Group

 Preview