

## How to Guide: Accessing Your Credits, Transcript and Certificates

### Disclaimer:

You will have to create an account on the [EVOLVE site](#) in order to access this information. Please follow the instructions below.

### Step by Step:

1. **Log in or Register**
2. Hover over **'My Account'** and click on **'Transcript'**
3. You should see all the activities that you participated in and have been awarded credit or attendance for.
4. Under the **'Certificate'** column, you can click **'Download'** to access that activity certificate.
5. **'Download PDF'** in the upper right corner is where you can download your full transcript.
6. **Done!**