

## 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!**