



How to View and Print Your Training Transcript

Now that you've enrolled in and attended workshops, you may want to see your PD credit and perhaps print it for your employer. This is all done through your "Training Transcript".

1. Log into the Registry at <https://nhportal.naccraware.net> then click on the blue "My Registry Record" button located towards the top.
2. Click on "Training Transcript" on the left hand side then on the blue "Search" button at the center. The default setting will allow only up to 10 trainings to display. To ensure that you will see all of your trainings that you registered for through the Registry, you must change the "items per page" setting by clicking on the drop down arrow next to the number 10. You can select to see up to 100 trainings on one page. The trainings you've taken and/or registered for will display.
3. If you would like to print your transcript for your personnel file, select the workshops you would like the transcript for by clicking the boxes to their left and then click on the blue "Generate Training Transcript" button. Your transcript will display, which you can then print for your file.
4. To include Documented Trainings, or trainings that weren't in the registry of which you have uploaded, you will need to click on "Training and Education Report."
5. Then scroll down to the bottom and click on the blue button "Generate PDF Report." This will create a PDF that can be saved, printed or emailed.

It is important that you remember to allow a few business days for your transcript to be updated after attending a workshop as we need to receive the sign-in sheet and then process it. While we do strive to do this quickly for you, this process can sometimes take some time.

As always, if you have questions about your PD hours on your transcript or need help navigating the Registry, please do not hesitate to contact ACROSS NH at 1-855-302-6678. We're here to help!

ACROSS NH is a project of SERESC funded by the NH Child Development Bureau. Our goal is to provide statewide technical assistance and professional development opportunities to after school providers to support their work in creating high quality, innovative programs for schoolage children.

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