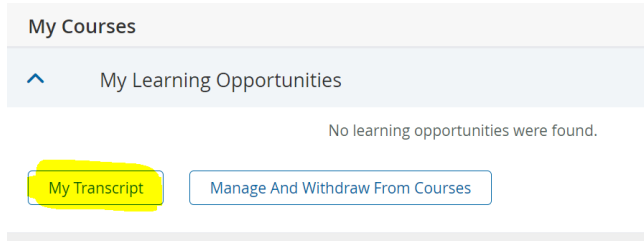


Transcripts on True North Logic

To print transcript on True North Logic:

1. From the home screen, click on Courses.
2. Under My Courses, click on My Transcript.



3. Scroll down to view on the right side of the screen (Transcripts are located at the bottom of the page for viewing).



4. Print transcript or send a PDF.
5. To print or send the latest clock hours or courses taken (not the entire transcript), fill out the dates located below employee name and demographics.

Section Completed Date From:	Section Completed Date To:
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Section End Date From:	Section End Date To:
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

6. If end date is known, enter date. If a time period is desired, enter the time period in either top or bottom of table above.
7. **TNL will not retain date parameters when emailing directly from the system. In order to maintain date parameters, you will need to download and then email transcript.**

*Section completed date is the date the instructor completed the status of the course. Meaning attendance is taken and roster status is complete. This date is located on the transcripts.

Course #	Section #	Course Title	Start Date	End Date	Completion Date
10820	11759	Office Personnel Jan 27 PD Session with Cara Lane	01/27/2020	01/27/2020	01/28/2020

*Section end date is the last date of the course.