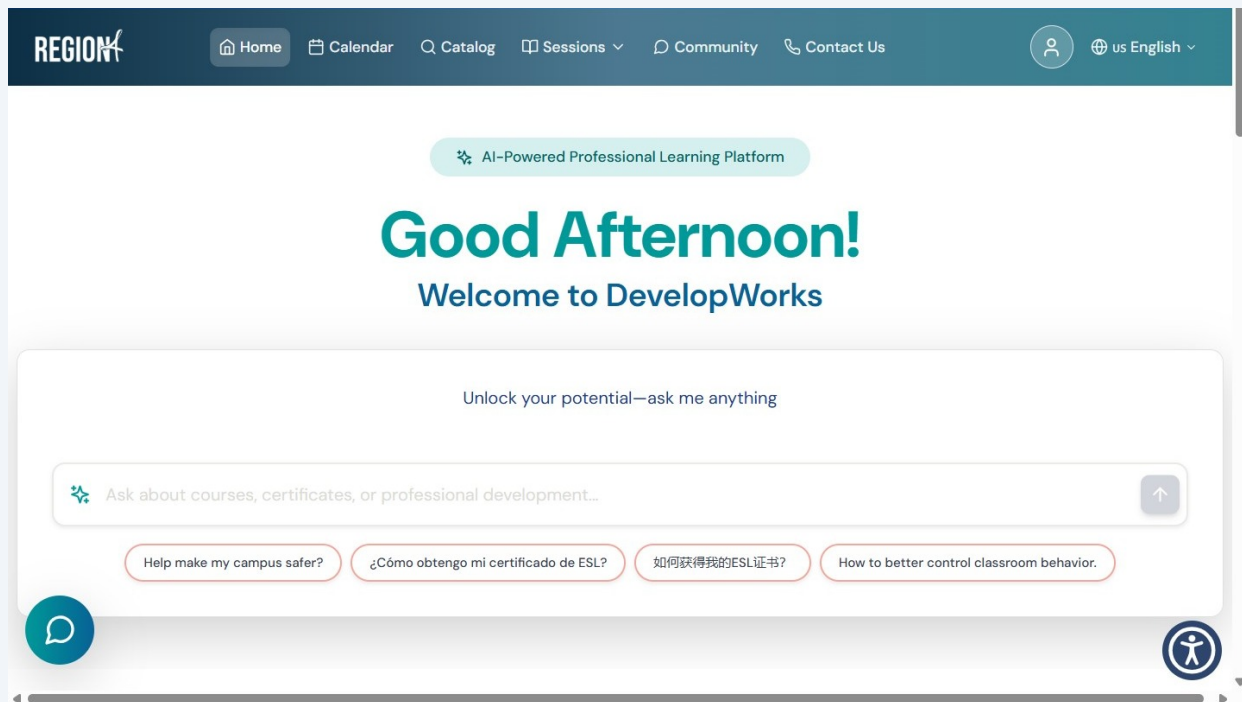


escDevelopWorks™ Participant: User Profile and Transcripts

This guide explains how to access and manage your official and self-reported professional development transcripts.

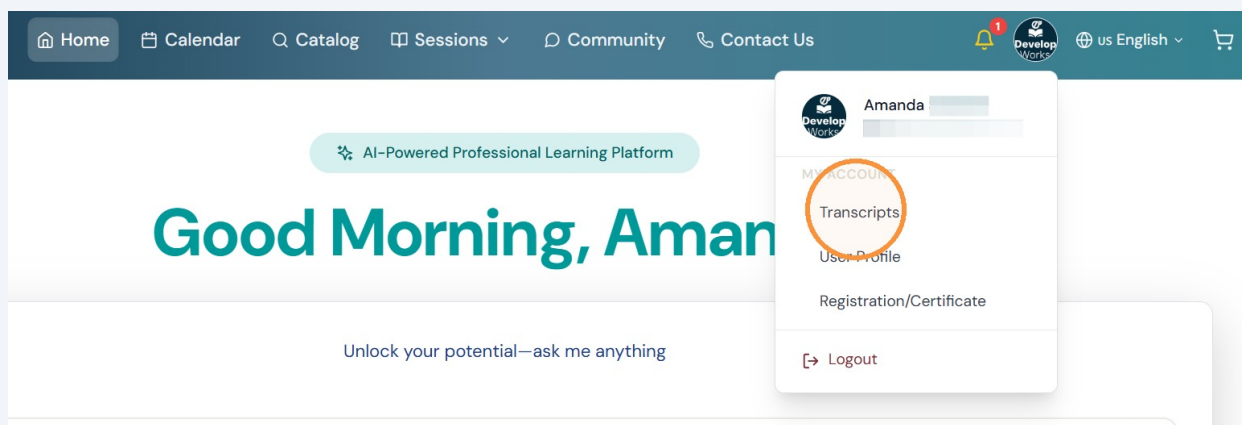
1

Navigate to the escDevelopWorks™ Participant Site. If you already have an existing escWorks® account, click Create New Account to sign in with your escWorks® email address and create a password to verify the account.



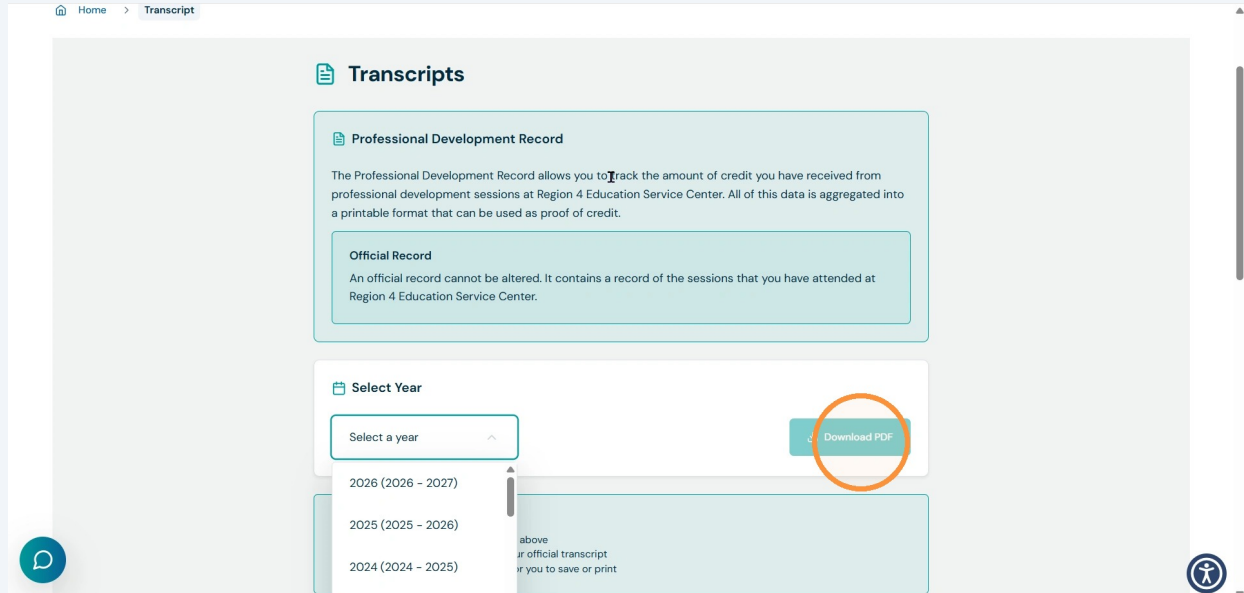
2

Click the user-profile icon and select **Transcripts** from the drop-down menu.



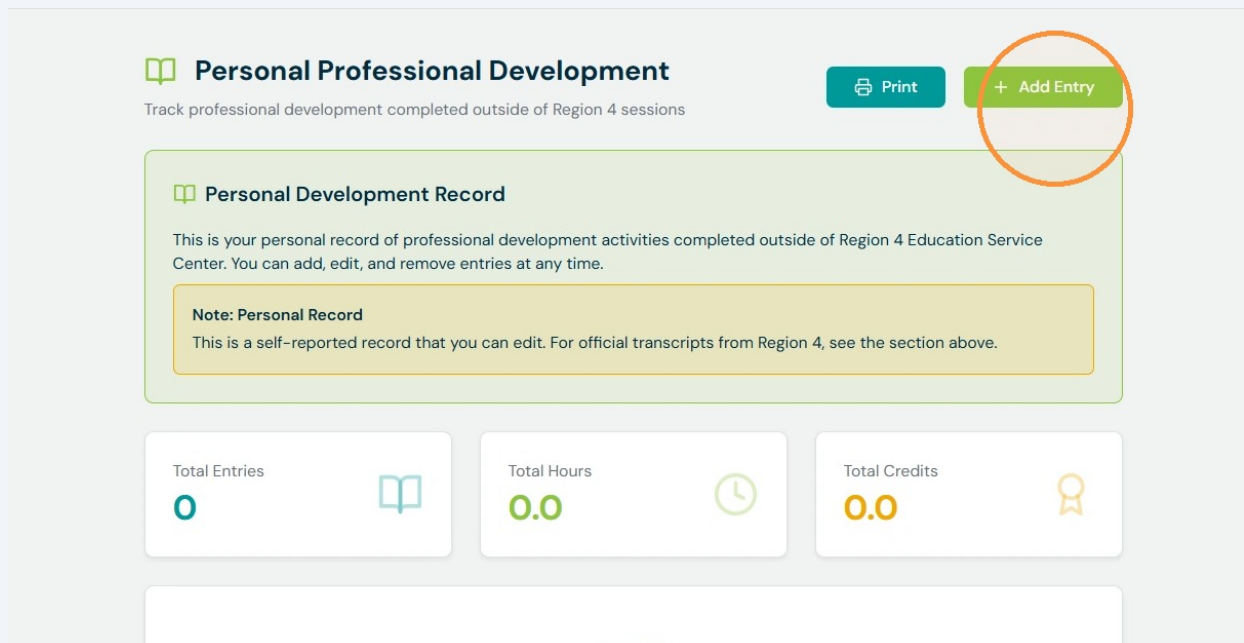
3

To download an official professional development record of the amount of credit you have received from professional development sessions inside the organization, select a year from the drop-down menu. Then click **Download PDF**.



4

Scroll down to the Personal Professional Development section. To begin your self-reported record of professional development activities completed outside the organization, click **Add Entry**.



5

Complete the required fields, and click **Add Entry** to save. With these steps, you can now access and manage your official and self-reported professional development transcripts in escDevelopWorks™.

The screenshot shows a modal form titled "Add Professional Development Entry" with a close button (X) in the top right corner. The form contains the following fields:

- Title ***: A text input field with placeholder text "e.g., Advanced Project Management".
- Provider/Organization ***: A text input field with placeholder text "e.g., University of Texas".
- Completion Date ***: A date picker field showing "mm/dd/yyyy" with a calendar icon.
- Hours ***: A text input field with the value "0".
- Credits**: A text input field with the value "0".
- Credit Type**: A dropdown menu with "CPE" selected and a downward arrow.
- Description (Optional)**: A text area with placeholder text "Brief description of what you learned...".

At the bottom right of the form, there are two buttons: a light gray "Cancel" button and a green "Add Entry" button. The "Add Entry" button is circled in orange.