MyPGS Transcript for Certificate Renewal

As part of the certificate renewal process, you'll be asked to provide a copy of your MyPGS transcript. The instructions below will explain how to view, print or save your MyPGS transcript.

- Before accessing MyPGS, have your certificate validity period dates available. If you're not sure of the date, it can be found on your documentation from the state or by performing a public search on the FLDOE website – <u>Online</u> <u>Licensing Service</u>.
- 2. Connect to your Manatee County Schools Single Sign On (SSO) then launch MyPGS
- 3. Click the Professional Development tab

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Home	Reporting	Professional Development	Evaluations	Help	Instructor

4. Click on My Transcript from the My Courses area

My Courses					
My Learning	My Learning Opportunities				
Section:	-				
My Transcript	Learning Opportunity				

- 5. For the purposes of certificate renewal, filter the transcript activity so that the points shown on your MyPGS transcript are the points earned during your current validity period.
 - a. To filter the activity, add your certificate validity period dates to the Section Completed Date From/To: and Section End Date From/To:
 - b. Click Search

Section Completed Date From:		Section Completed Date To:	
07/01/2016	…	06/30/2021	…
Section End Date From:		Section End Date To:	
07/01/2016		06/30/2021	
Search			

TIP: Clear/delete the dates to see **EVERY** point you have ever earned.

- 6. Scroll through the activity and to the bottom to see updated points based on the "filter".
 - a. This "filtered" MyPGS transcript will show points <u>earned during your validity period</u>. **Banked SWD**, **ESOL**, or **Reading points may have been earned during a different validity period but may still be available**.
- 7. Use the Print button to save or print the page (located on the right side of the screen just below the date fields).

Contact Information Certification – 941-708-8770

Professional Learning - 941-751-6550