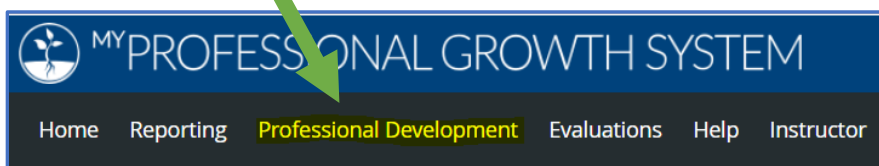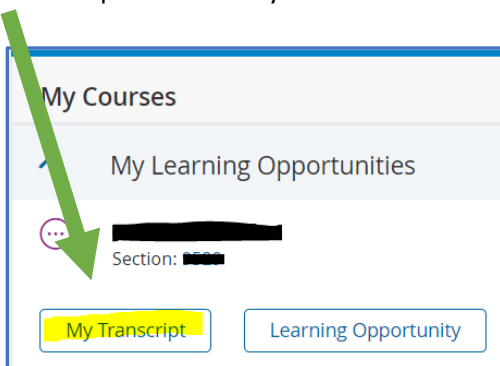# MyPGS Transcript for Certificate Renewal

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.

1. 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 – Online Licensing Service.

2. Connect to your Manatee County Schools Single Sign On (SS0) then launch MyPGS

3. Click the Professional Development tab

4. Click on My Transcript from the My Courses area

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

> **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 earned during your validity period. ***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).