## How to Access Your Transcript Online

1. Go to <u>www.county.org</u> and select Member Login in the upper right.



2. Sign in, using the same username and password as if you were registering for the conference. If you have not set up an account, follow the "First-Time Users" steps.

First-Time Users	Sign In
Elected/appointed officials, event attendees and county staff: • Click "Forgot username?"	Username
<ul> <li>Enter your email address and click "Submit."</li> <li>Check your inbox for a TAC email with your username and logon instructions.</li> </ul>	Password
	Sign In
	Forgot username?   Forgot password? Create a new account

3. On your profile, click TACA Transcripts



4. To view your hours, click on Transcript.



5. You can then save your transcript as a PDF.



6. If you have questions about your continuing education courses or hours, please email <u>education@tacaoftexas.org</u>.