

Process to prepare pdf transcript of SBO renewal credits to submit to BOEE for renewal of authorization.

1 – sign in to your “Manage Profile” page on the IASBO website

2 – click on “professional development”

## Manage Profile

Profile Home

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### Information & Settings

**Edit Bio**  
Update your information and choose privacy settings for individual fields.

**Preferences**  
View and manage preferences and notification settings for your account.

### Invoicing, Payments & History

**Invoices**  
View, print and pay your invoices.

**Event Registrations**  
View and print existing registrations and view past events and photos.

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### Content & Features

**Favorites**  
Manage your favorites and share them with the community.

**Networks**  
View and manage social/professional networks.

**Blogs**  
Post to your existing blogs, manage settings and create new blogs.

**Pages**  
Create pages linked to your profile, manage settings, edit existing pages.

**Photo Gallery**  
Post photos, manage albums, update captions and view your photos.

**Files & Links**  
Upload files and create links in your file library.

**Professional Development**  
View current entries and professional development journal.

This is what you should see next -

[Return to Profile](#)

**Certifications/Programs** | [Journal Entries](#)

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Status:  Certification/Program:

Credit Type:  Credits Earned: From  To

**Export Entries (Unicode)**

**Print Transcript** | **Print Filtered Entries** | **Email Transcript** | **Add Entry**

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Approved	3/26/2014	Background Checks Background Checks	1	6/30/2016	N/A

3 – enter range of dates for credits to be included in your renewal (from last renewal date to current date)

[Return to Profile](#)

**Certifications/Programs** | [Journal Entries](#)

Status:  Certification/Program:

Credit Type:  Credits Earned: From  To

[Export Entries \(Unicode\)](#)

[Print Transcript](#) [Print Filtered Entries](#) [Email Transcript](#) [Add Entry](#)

[Options](#) [Status](#) [Entry Date](#) [Details](#) [Credits](#) [Expires](#) [Score \(%\)](#)

4 – transcript will be on the screen – review the total contact hours to ensure accuracy and that at least 60 contact hours appear in the total

5 – click on “print”

<https://iowa-asbo.site-ym.com/members/CertificationTranscript.aspx?dateFrom=20130515&dateTo=20160406>

**Credits listed below are Contact Hours. 15 Contact Hours = 1 Unit of Renewal Credit**

**Member Information**

**James R. Scharff**  
62 Hidden River Ct  
Tipton, Iowa 52772  
United States

Iowa Association of School Business Officials  
62 Hidden River Ct.  
Tipton, Iowa 52772

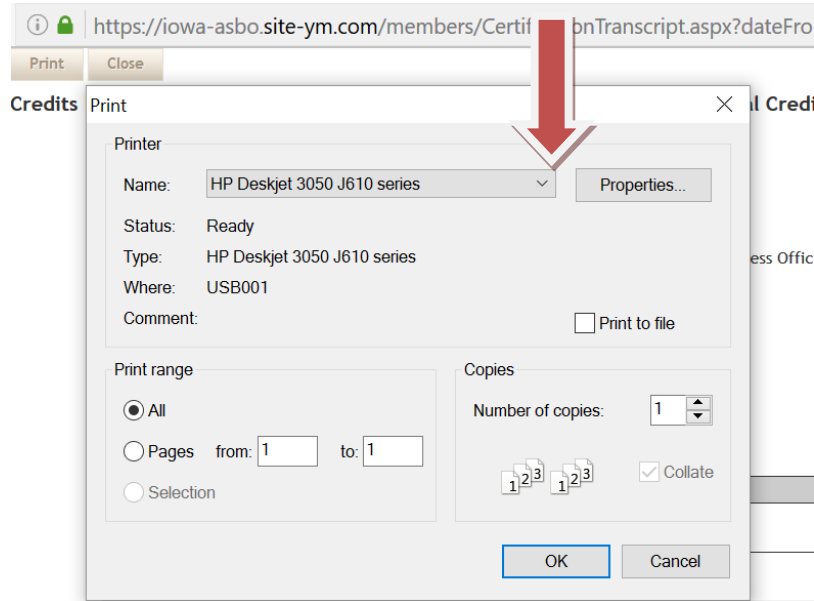
### Transcript

of continuing competency units earned by James R. Scharff

Activity Code	Date Earned	Description	Credits
HR115	3/26/2014	Background Checks (Approved)	1

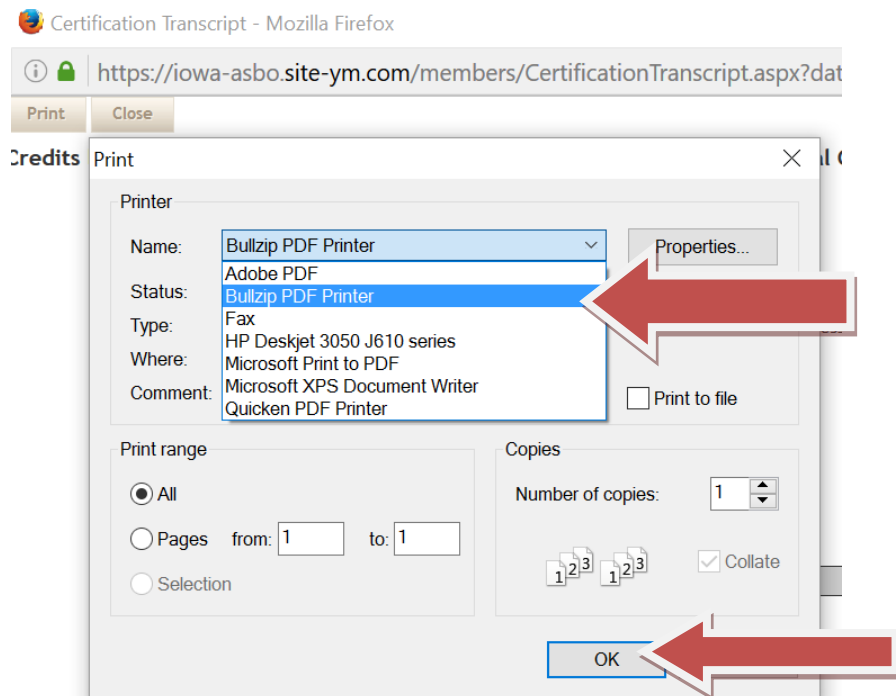
6 – print screen will appear

7 – click on name of printer for a dropdown menu

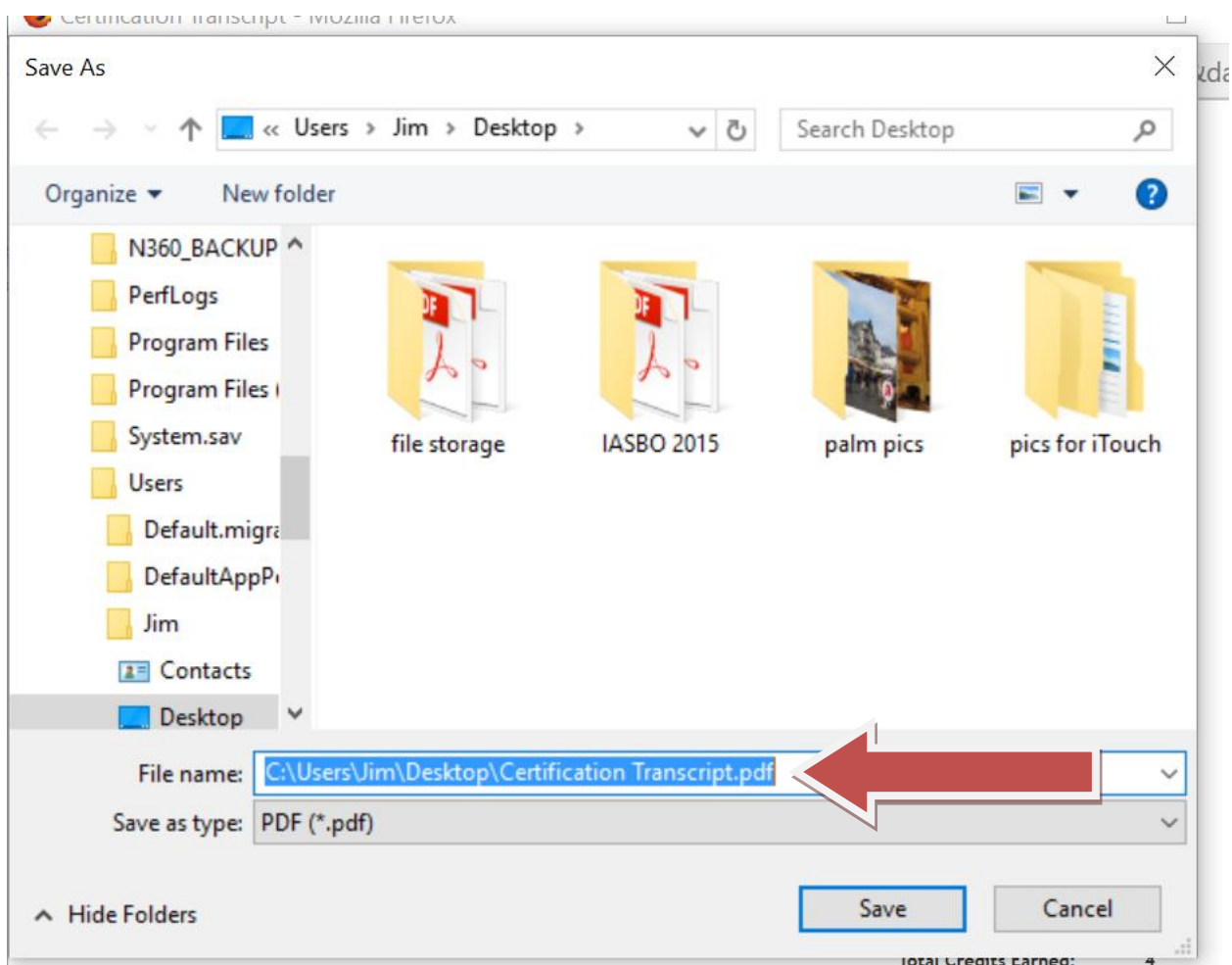


8 – select a PDF printer in the dropdown – if one does not appear you may need to contact your IT person to have one installed)

9 – click on “OK” to have the PDF developed



10 – type in the file name and location you want the PDF to be filed (suggest your last name and BOEE # for the title)



11 – attach the pdf to the BOEE renewal