## **Print Transcript and Certificates**

Step 1: Log into your Kent ISD PD account. Go to http://bit.ly/KISDPD and click on My Account in the center of the screen.



Step 2: Log into your account with your Login ID and password and click the button that says "Click Here to Login." If you don't know what your log in information is click the blue link that says [Click Here] if you cannot remember your existing id and/or password" and follow the steps. If you do not receive an email with your Login ID and/or password within 15 minutes, please contact the PD Hub at pdhub@kentisd.org or 616-365-2235

Password:	••••••	]
	Click Here to Login	



Step 3: Now that you are logged in you can look at your account. Click "My Account" at the top of the screen.

Step 4: Click the links on the screen to print your transcript or certificate and you are done.