

# How to Find Your Education Hours and Download Your Transcript

Your transcript includes all of the in-person and virtual courses you have taken. You can use your transcript to calculate how many hours you have.

## Step One:

### Log-In to Student Portal

I have an account already

Log in using your existing account information.

[Forgot User Name](#)

User Name (case sensitive)  
jessforeman@txstate.edu

[Forgot Password](#)

Password (case sensitive)  
\*\*\*\*\*

[Log In](#)

**Step Two:** Click on either “My Conferences” or “My Online Education.”

**Step Three:** Click on “Print Transcript.” Your transcript will include both your conferences and online education.

My Online Education

**My Conferences**

Request New User

My Account

My Cart

My Invoices

My Profile Photo

Registration Policies

Legal Board

Here are your conference registrations (and cancellations).

Completed Conferences [Canceled Conferences](#)

### Completed Conferences

Note that some conferences are eligible to be shown on the transcript.

[Print Transcript](#)

Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
<a href="#">20 Hour Justice of the Peace Seminar - Galveston</a>	Conference Registration	Nov 26 - Nov 29, 2023	20.0	10.0	Complete	<a href="#">Print...</a>

## Step Four:

Review your transcript.

Virtual programs are listed under “Courses.” In-person programs are listed under “Conferences.”

### TRANSCRIPT OF RECORD

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JESSICA FOREMAN

1701 DIRECTORS BLVD., SUITE 530

AUSTIN, TX 78744

USA

**DATE:** 08 JUL 2024

**STUDENT NAME:** JESSICA FOREMAN

**STUDENT ID:** X005566

**SCHOOL ID:** Texas Justice Court Training C

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>START DATE</b>	<b>END DATE</b>	<b>GRADE</b>	<b>HOURS</b>	<b>CIVIL HRS</b>
0006	JUVENILE CRIMINAL DIVERSION WEBINAR	30 Oct 2023	30 Oct 2023	Complete	2.0	-

<b>Conferences</b>	<b>Conference Dates</b>	<b>Civil Hrs</b>	<b>Academic Units (AUs)</b>	<b>Grade</b>
20 Hour Justice of the Peace Seminar - Galveston	26 Nov 2023 - 29 Nov 2023	10.00	20.00	Complete