Georgia Department of Education
Division of Technology Services

FY 2022
Georgia Learns PD Hub - Obtaining a Transcript

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Section 1 – How to Access Georgia Learns for GaDOE Employees

To access Georgia Learns, Georgia Department of Education employees should log into MyGaDOE Portal Enter your username and password.

![MyGaDOE Portal](image)

If you forgot your password, click “I forgot my passphrase” to reset your password.

If you need additional assistance, submit a Service/Help Desk ticket or call 1-800-869-1011. Please provide a detailed message as well as your contact information.

Click Georgia Learns PD Hub tab in your left navigation bar. The Georgia Learns PD Hub will open in a new window. Please note that you may need to allow pop-ups in your browser.

![Georgia Learns PD Hub](image)
Section 2 – How to Access Georgia Learns via SLDS for Non GaDOE Employees

To access Georgia Learns, employees with access to SLDS, such as State Schools employees, should log into SLDS and click the Georgia Learns PD Hub tab or tile within SLDS.

- The Georgia Learns PD Hub application will open, and users will see courses within the Catalog. You may use the search bar on the top left to search for a specific course or click Load More Courses button at the button to browse through all courses.
- Click the Start Course button underneath a course to enroll in and access the course.
Section 3 – How to Obtain a Transcript

When Georgia Learns PD Hub landing page displays, select a course that you have completed, and click the "Course Completed" button.

![Figure 4: Georgia Learns PD Hub Course showing Course completed Button, example screenshot](image)

From any course, click the Dashboard button.

![Figure 5: Georgia Learns PD Hub Course Landing page, example screenshot](image)

Once on the Dashboard, click the PDF Transcript button.
Figure 6: Georgia Learns PD Hub Course Dashboard, example screenshot

Your Transcript will open as a PDF document

Figure 7: Georgia Learns PD Hub Course Transcript, example screenshot
Users can use the print button to print out the transcript or use the Save button to save on their computer.

Figure 8: Arrow indicating Save and print button