

# HOW TO LOOK UP YOUR LTC COURSES TAKEN & TRANSCRIPT

1. Go to NIAAA.ORG
2. Next proceed to the Portal Site and sign in
3. Once Signed In – go to “THE CLASSROOM”
4. You are now in your personal profile page. On the Pull-Down Menu – Select – “MY TRANSCRIPT”
5. You now will see all of the Courses that you have taken (You need to have completed the Evaluation.)
6. You can now take a screen shot, print the Transcript or email yourself a copy (some printers don’t link up).
7. Save the transcript year – to year.

