

November, 2014

Instructions for Viewing Records for Endorsement or Certificates  
Diocese of Tyler

1. go to [www.diocesetranscript.com](http://www.diocesetranscript.com); or click on the link from the diocesan website at [www.dioceseoftyler.org](http://www.dioceseoftyler.org) ; Faith Formation Department.
2. double click on the link that says “[click here to login](#)”
3. choose parish from drop down list
4. for catechist individual record: type first and last name (lower case) with space in between
5. password = student (if that doesn't work try 'temp' and let me know so I can change it back to student)
6. click on “student history” don't worry about the other links
7. If you are the FFL, when you type in your name and password which is also “student”, the entire parish list of names will come up.
8. If you cannot access records contact Sarah at [lporter@dioceseoftyler.org](mailto:lporter@dioceseoftyler.org) office to check how your name should be typed. (I will check the “website logon setup” for how your name is listed as it may be entered differently than in the past.) We have over 8000 members entered into the system.
9. what you see on this site:
  - a. requirements are listed for each endorsement and certificate levels; these are listed in **BOLD**
  - b. under each requirement is listed your individual earned credit
  - c. the date on the far right of the endorsement level or certificate is the date you completed that particular one.
10. You will need to be familiar with the requirements for each level you are interested in seeing credits for; you may want to keep a copy of the requirements from the *Handbook for Adult Faith Formation and Ministry Endorsement* handy for reference. You can print each record from the website for your information. Thank you for your patience in allowing us to provide this program. Take some time to become familiar with the program and what information it gives you. If you need additional assistance contact my office at 903-266-2146 or email [lporter@dioceseoftyler.org](mailto:lporter@dioceseoftyler.org)

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