

The Knowledge Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to: Access Your Transcript

HOW TO SAVE YOUR TRANSCRIPT AS A PDF

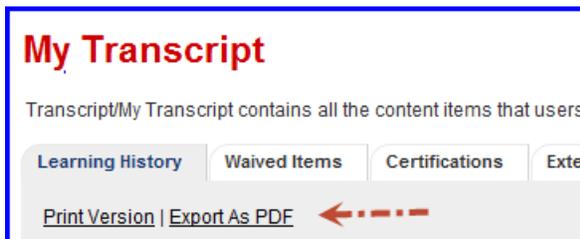
Step 1: Click on My Workspace



Step 2: Click on My Transcript from the drop down menu



Step 3: Click on Export as PDF



Step 4: Click save and put the file in whatever file you desire

