



To Check Your Certificate Status:

Log in to the student portal here:

<https://outreachregistration.uga.edu/portal/logon.do?method=load> using the same credentials you entered when registering for a conference.

Click “My Certificates and Designations”

Click “Georgia Certified Clerk Certificate Program”

The next screen lists any completed courses previously completed and any remaining ones still to be completed.

To Print Your Transcript:

To view your transcript, log in to the student portal here:

<https://outreachregistration.uga.edu/portal/logon.do?method=load>

- Use the “I have an account already” section.
- Use your email address as your user name.
- If you haven’t logged in to the new database before, enter your email address as your user name and click “Forgot Password.” You will receive an email to reset your password. Please use the email address you have used to register for previous CVIOG classes.

When you are logged in, click “My Enrollment History”

Click “Completed”

Click “Print Transcript”

Depending on when you took classes with CVIOG, you may notice that some classes appear twice on your transcript. This is the way that data was imported from the old system