


# HOW TO PRINT YOUR TRAINING HISTORY/TRANSCRIPT USING YOUR PORTAL ACCOUNT

You can print or email your NCJA training history (i.e., transcript) through your portal account.

1. Once you've logged in to the portal, click Email my Professional History Report.

 Aycocock, Anthony Carlyle

**My Profile** [Email my Professional History Report](#)

Academy ID AYCOCK-101073-6265  
Mailing Address None specified  
Primary Phone None specified  
Primary Email aaycock@ncdoj.gov

2. To email the report, enter the recipient's email address in the box. Type a message (if desired) in the Custom Message box. Then click Email.

## Email My Professional History Report

Grant access to your professional history report by entering at least one email address below. For multiple recipients, please separate each address with a comma. You may change how long the profile can be viewed and add a custom message, if desired.

\* Email Address

CC  Send me a copy for each recipient

**Subject** Professional History for Anthony Carlyle Aycocock

The following person wants to share their professional history with you.

**Name** Aycocock, Anthony Carlyle (AYCOCK-101073-6265)

**Viewable For**

[View Professional History Report](#)

**Custom Message**  
(Optional)

Characters: 0 of 5000 allowed.

Access to this information is available for a limited time. Please do not forward this link without permission.

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Cancel

Email

3. To print your training history before emailing it, click the View Professional History Report link. Your training history will open as a PDF document, which you can then print.

### Email My Professional History Report

Grant access to your professional history report by entering at least one email address below. For multiple recipients, please separate each address with a comma. You may change how long the profile can be viewed and add a custom message, if desired.

\* Email Address

CC  Send me a copy for each recipient

**Subject** Professional History for Anthony Carlyle Aycock

The following person wants to share their professional history with you.

**Name** Aycock, Anthony Carlyle (AYCOCK-101073-6265)

**Viewable For** 1 Month

[View Professional History Report](#)

**Custom Message**  
(Optional)

Characters: 0 of 5000 allowed.

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Cancel

Email

4. **Note:** This report only includes courses you have taken directly from the NC Justice Academy. It does **not** include courses taken at a community college. It also does **not** include courses taught by another agency (e.g., NC Wildlife, SBI, Department of Public Safety, or DMV) at the NC Justice Academy campus.