

Downloading your Education Transcript

What you need to know: You can generate a downloadable transcript of your completed education credits from your profile.

Sign In

Accessing your profile: Go to <https://mdcourts.gov/macro>

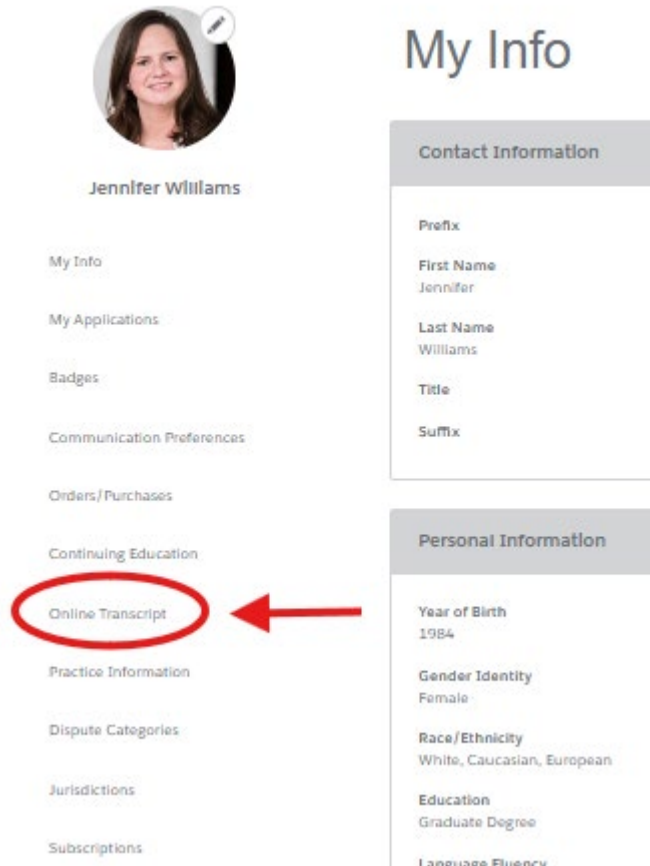
Click **Log into my Account**. Your username will be the email address you provided on your application.

Step 1: Log in to your online account:

<https://mmacro.my.site.com/LightningMemberPortal/s/login/>

Step 2: After logging in, you will be on the “My Info” page.

Step 3: Under your name, there are navigation options. Select “Online Transcript.”



My Info

Jennifer Williams

My Info

My Applications

Badges

Communication Preferences

Orders/Purchases

Continuing Education

Online Transcript

Practice Information

Dispute Categories

Jurisdictions

Subscriptions

Contact Information

Prefix

First Name
Jennifer

Last Name
Williams

Title

Suffix

Personal Information

Year of Birth
1984

Gender Identity
Female

Race/Ethnicity
White, Caucasian, European

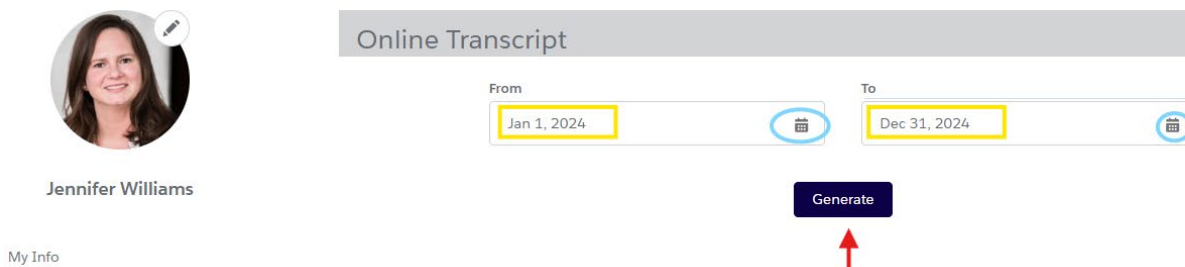
Education
Graduate Degree

Language Fluency

Step 4: Enter the date range you’d like captured in your transcript. For example, the date range for a 2024 report is 01/01/2024 to 12/31/2024 – this will generate a transcript that only includes credits earned in that timeframe. For best results, use the calendar icon. Then click on “Generate.” There will be a spinning image while processing.

Online Transcript

0



Jennifer Williams

My Info

Online Transcript

From

Jan 1, 2024


To

Dec 31, 2024

Generate

Step 5: When the transcript is ready, this is what you will see. Click on the white arrow in the blue circle to start downloading.

Online Transcript



Jennifer Williams

Info

Applications


Messages

Communication Preferences

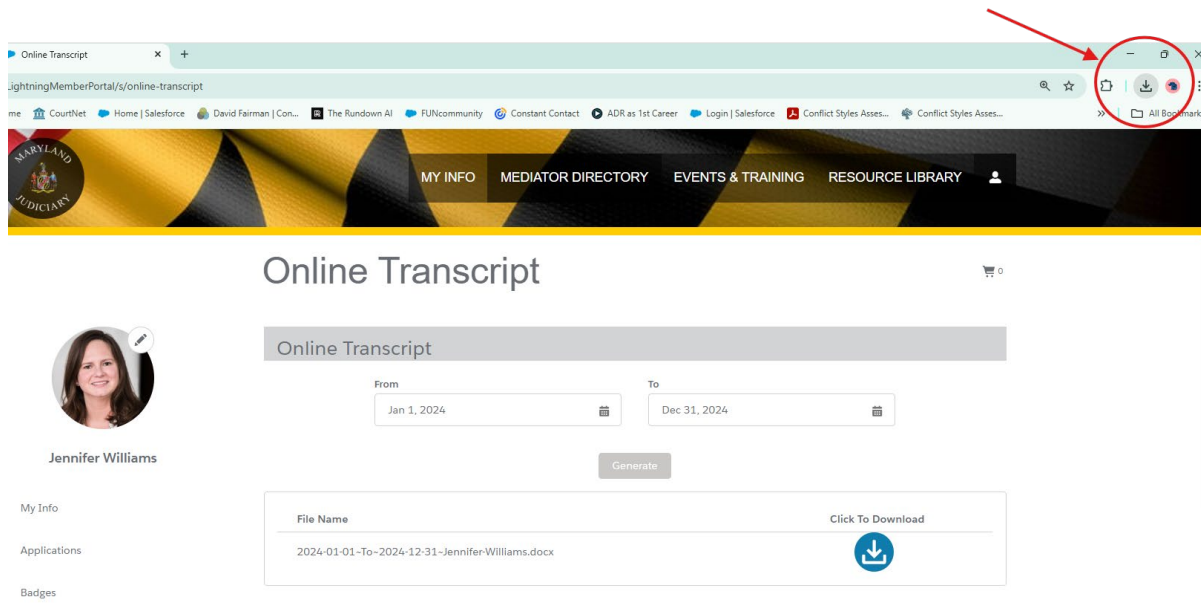
Online Transcript

From

To

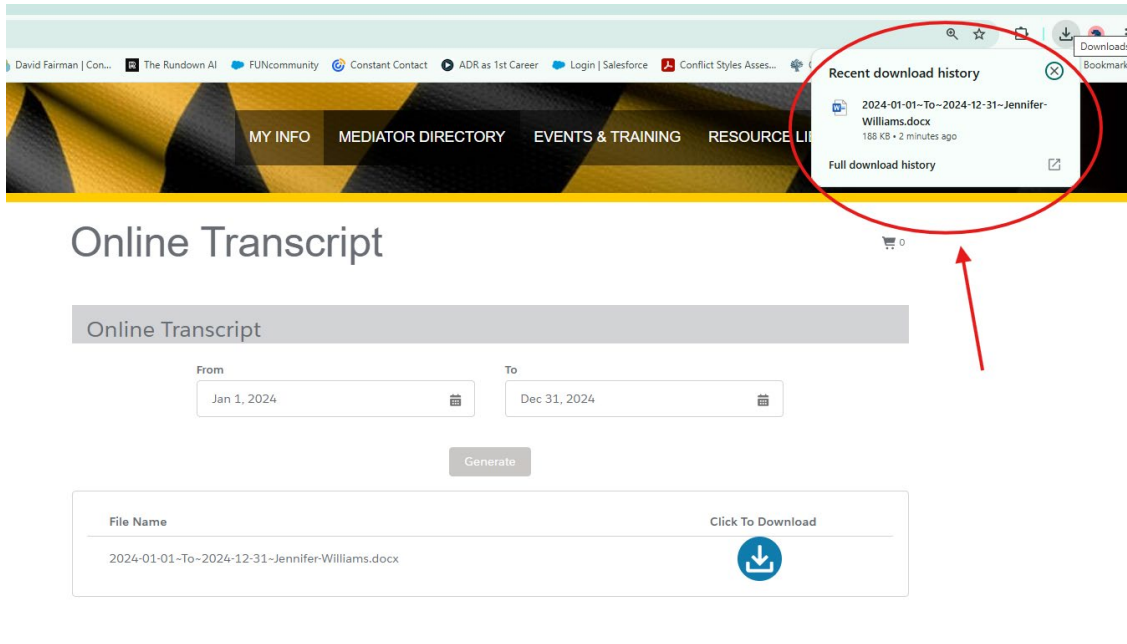
File Name	Click To Download
2024-01-01-To-2024-12-31-Jennifer-Williams.docx	

Step 6: The download will begin. On Chrome browsers, your downloads will be accessible at the top of your screen in the upper right hand corner, by clicking the gray arrow.

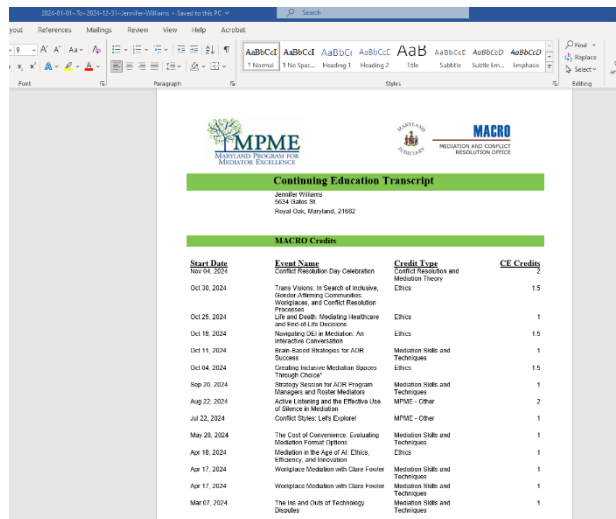


The screenshot shows a Chrome browser window with the 'Online Transcript' page. The address bar shows 'lightningMemberPortal/s/online-transcript'. The browser's download bar is visible at the top, with a red arrow pointing to the download icon. The page content is identical to the previous screenshot, showing the user profile for Jennifer Williams and the transcript generation interface.

Step 7: Access your downloaded transcript by clicking on it.



Step 8: When you click on the word document, it will open. You might be asked to “enable editing,” which is safe.



Start Date	Event Name	Credit Type	CE Credits
Mar 04, 2023	Conflict Resolution Day Celebration	Continuing Education and Mediation Theory	2
Oct 30, 2024	Tara Vinters, in Search of Justice, Gender Affirming Conversations, Workplace, and Conflict Resolution Practices	Ethics	1
Oct 25, 2024	Life and Death: Mediating Healthcare and End of Life Decisions	Ethics	1
Oct 18, 2024	Navigating Online Mediation: An Interactive Conversation	Ethics	1.5
Oct 16, 2024	Work-Based Strategies for ADR Success	Mediation Skills and Techniques	1
Oct 04, 2024	Creating Inclusive Mediation Spaces Through Choice	Ethics	1.5
Sep 20, 2024	Workshop: Mediation for ADR Program Managers and Foster Mediators	Mediation Skills and Techniques	1
Aug 22, 2024	Active Listening and the Effective Use of Silence in Mediation	MPME - Other	2
Jul 22, 2024	Conflict Styles: Let's Explore!	MPME - Other	1
Mar 28, 2024	The Cost of Convergence: Evaluating Resolution Forum Options	Mediation Skills and Techniques	1
Apr 18, 2024	Mediation in the Age of AI: Ethics, Efficiency, and Innovation	Ethics	1
Apr 17, 2024	Workplace Mediation with Claire Foster	Mediation Skills and Techniques	1
Apr 17, 2024	Workplace Mediation with Claire Foster	Mediation Skills and Techniques	1
Mar 07, 2024	The Ins and Outs of Technology Disputes	Mediation Skills and Techniques	1

Step 9: You can now save the transcript at a location of your choice on your computer and send it as an email attachment. You can also find the file in your “Downloads” folder.