



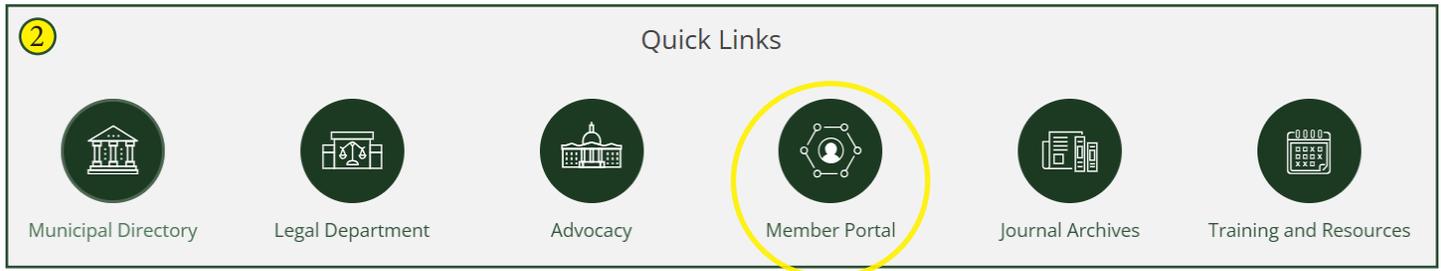
CERTIFIED MUNICIPAL OFFICIAL PROGRAM

How to Access Your CMO Transcript

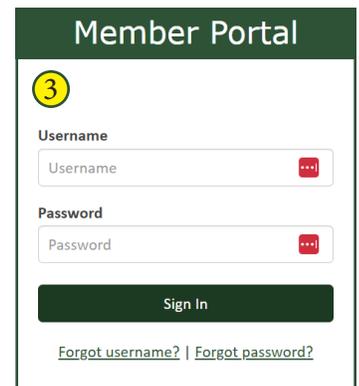
Using your username and password, sign in to the **Member Portal**. There you will be able to download and view and/or print your CMO Transcript. If you do not remember your sign in credentials, see the step by step instructions below. If you have issues logging in to your account, please contact Annabel Patton, ALM receptionist, at (334) 386-8110 or apatton@almonline.org.

ACCESSING YOUR CMO TRANSCRIPT:

1. Navigate to the Alabama League of Municipalities' website at www.almonline.org.
2. On the home page, below the event slider, look for the Quick Links bar. The Member Portal is the fourth item. Click on it to be taken to the Member Portal sign in page.



3. Once you have successfully navigated to the Member Portal sign in page, enter your username (your email address) and password, and click the Sign In button. *(If you have forgotten your password, you can click "Forgot Password?" and reset it.)*
4. After signing in, Click on Transcripts under the CMO Transcripts tab.



5. Click on the appropriate CMO level tab to access the transcripts - Basic, Advanced or Emeritus. Each tab will have corresponding program level informational links. The transcript will be visible below.



6. Once you have viewed your transcript, if you would like to print it, click on the red Adobe pdf button. This will automatically download a pdf to your computer. You may then open that file and print it.

