

The steps to access the transcript from the Practice Portal online below:

- <http://www.utahbar.org/> click "Practice Portal."
<https://services.utahbar.org/Login?returnurl=%2f>
- Enter your Username and Password.
- Within the first Portal Card labeled "Utah Bar Portal Control" scroll to the bottom where you can click "My Dashboard"
- Under "My Account" click "MCLE – My Current Transcript PDF."
- This PDF version of your transcript will reflect all the hours the Utah State Bar has on file for you. This document includes which events are counted as live/self-study as well as regular/ethics/professionalism and civility.

The steps to create your own attendance report with extended dates:

- <http://www.utahbar.org/> click "Practice Portal."
<https://services.utahbar.org/Login?returnurl=%2f>
- Enter your Username and Password.
- Within the first Portal Card labeled "Utah Bar Portal Control" click on "MCLE Cycle"
- This will bring up a pop-up box with your current and past MCLE reporting periods.
- Click the blue date ranges and this will show you a summary of that reporting cycle.
- Clicking the MCLE PDF Transcript will provide a printer friendly version of your transcript.
- If you would like to see what CLE events have been reported during a specific date range; you may enter in the date range you wish to see at the bottom of this page.