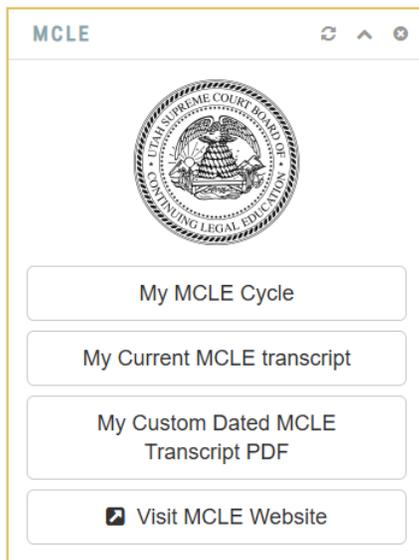


Steps to access the MCLE transcript from the **Practice Portal** online:

- <http://www.MCLEUtah.org/>
- Click on “Lawyers” or “Licensed Paralegal Practitioners”
- Click “**Lawyer Practice Portal Login**” or “**Licensed Paralegal Practitioner Practice Portal Login**”; “LOGIN” <https://services.utahbar.org/Login?returnurl=%2f>
- Enter your Username and Password.
- Scroll to the Portal Card called “**MCLE**” with the Utah Supreme Court Seal and click “**My Current Transcript**” or “**My Custom Dated MCLE Transcript PDF**”



Or, after logging into the Practice Portal go to:

- The first Portal Card labeled “**UTAH BAR PORTAL CONTROL**” scroll to the bottom left of that box where you can click “My Dashboard”
- Under “**MY ACCOUNT**” click “**MCLE – My Current Transcript PDF**” or “**My Custom Dated MCLE Transcript PDF**”

 My Dashboard

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.

- [My Current Transcript](#) will show your credits for the current annual cycle
- [My Custom Dated MCLE Transcript PDF](#) will allow you to select a date range for your reported credits – [use this option to view credits from previous cycles](#)