How to Complete Your Training Evaluation

**Step 1:** Go to your personal data page
Go to professionalregistry.astate.edu
Click on “Registry Members Personal Data”

**Step 2:** Sign in
Type in your TAPP ID and password. If you have not changed your password, it will be your last name.
Click “Login”.

**Step 3:** Go to “Pending Evaluations”
Click on the “Trainings” tab. A list of choices will drop down.
Click on “Pending Evaluations”
Step 4: Chose the workshop or course title

Click the title of the workshop or course.

Step 5: Fill out the evaluation

This form looks exactly like the evaluation form you fill out in workshops. To answer each question, click on the circle for the answer you choose. Click submit.
The course will now be on your TAPP Training Transcript.

Step 6: Check your TAPP training transcript

Click on the blue “Trainings” tab.
Click “Training Transcript”.
Scroll down to see this class listed.

We are here to help you!
If you have any questions, please call the Registry Office.
870-972-3055 or 1-888-429-1585