How to Print an Unofficial Transcript - Draft

Instructions for printing an unofficial transcript for students and former students

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Step-by-step guide

1. Answer questions on the **HERE** on the **User Name Look Up** web page (*use numbers only, without spaces or symbols, in text box for SS#*)
2. Write down the Student ID number and Pin number provided
3. log into **HERE** with the Student ID and Pin Number.
4. Click on the **Student** tab
5. Click on **Student Records**
6. Click on **Unofficial Academic Transcript**
7. Choose level and type and click **Submit**
8. Transcript will be displayed in a window to be printed

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