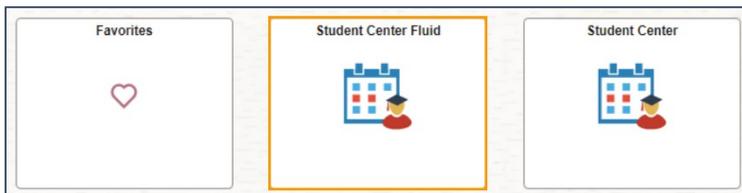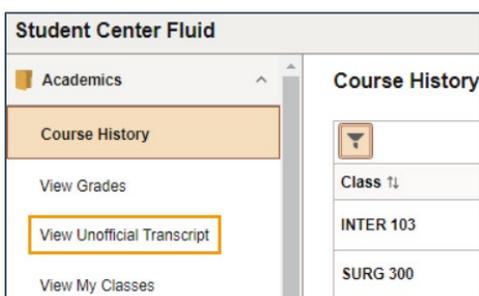# View Your Unofficial Transcript

NOTE: Please make sure that Pop-Up Blocker is disabled (turned off); otherwise, your process may not complete.
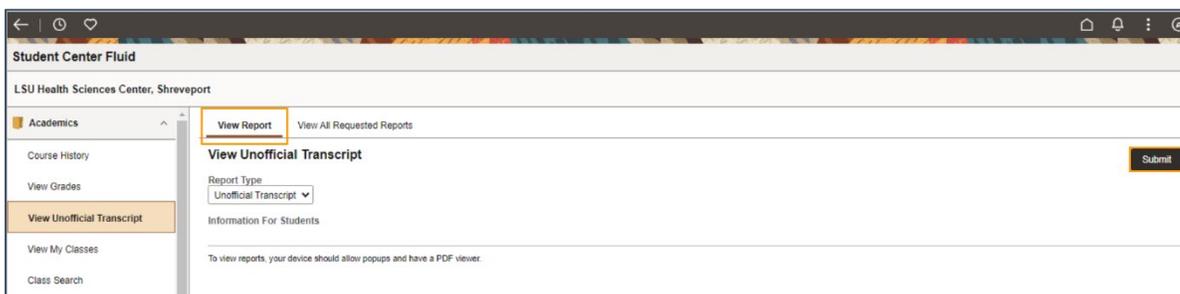
1. Click the **Student Center** tile.

2. Select **View Unofficial Transcript** from the **Left Menu**.

Your Academic Institution should default in the upper left corner of the screen.

3. The default tab is View Report and the **Report Type** is **Unofficial Transcript**, click the **Submit** button on the far right of the screen.

Your transcript displays.

NOTE: Three columns of numbers displays to the right of each course listed on your Unofficial Transcript. From left to right columns represent attempted credits, earned credits, grade and points.

Use your print button to print your Unofficial Transcript.

4. To close the Transcript Report, click the **Close** button located at the top right corner of the Window.

5. Click the **Close** button on the blank processing window.
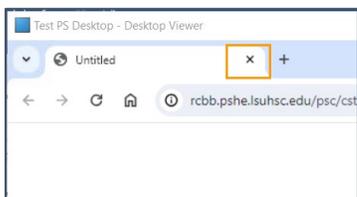
6. Once returned to the **View Unofficial Transcript** screen, you will be on the **View All Requested Reports** tab.

7. Select the report you wish to view by clicking the associated selection box to the left of the date desired, then click the **View Report** button.

View Unofficial Transcript   View Report   Delete

	Request Date ↓	Request Number ↕	Description ↕
☐	05/13/2024	288371	Unofficial Transcript
☑	05/13/2024	288370	Unofficial Transcript
☐	01/31/2024	288363	Unofficial Transcript
☐	01/17/2024	288362	Unofficial Transcript
☐	01/08/2024	288361	Unofficial Transcript

*NOTE: You may also remove a request from the list. Select the report, then click the **Delete** button to remove the Unofficial Transcript request from the page.*