

# 11

## ~~10~~ EASY STEPS TO...

### View an Unofficial Transcript

1. Select "HR/Campus Solutions"
2. Select "Self-Service"
3. Select "Advisee Student Center"
4. Enter Search Criteria
  - a. ID, if known
  - b. Last & First Name
5. If you are not automatically taken to the student record, select the correct student from the generated list
6. Select "Transcript: View Unofficial" from the drop down box on the left
7. Select the "Go" button next to the drop down box
8. Select the correct Academic Institution
9. Select Report Type "Student Unofficial Transcript"
10. Select "View Report"
11. Wait three to seven (3 to 7) minutes; the transcript should open in a new window\*

- \* a) Please make sure any pop-up blockers are turned off.
- b) If the transcript does not appear within ten to fifteen (10-15) minutes, please try using a different browser.