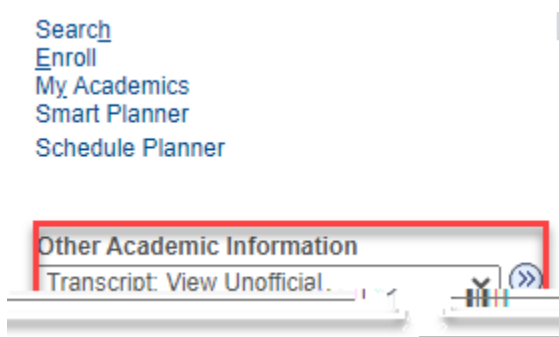


How to Print or Save an Unofficial Transcript through your Student Center

Navigate to your Student Center

In the student Center use the drop down under Other Academic Information

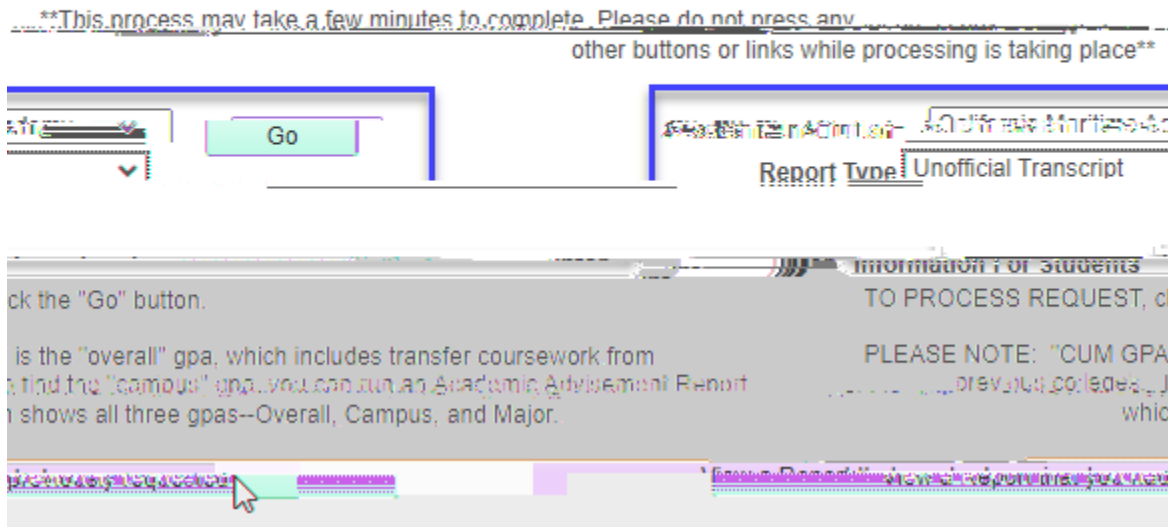


Click on the double

arrow on the Report type click the drop down and select Unofficial Transcript

View Unofficial Transcript

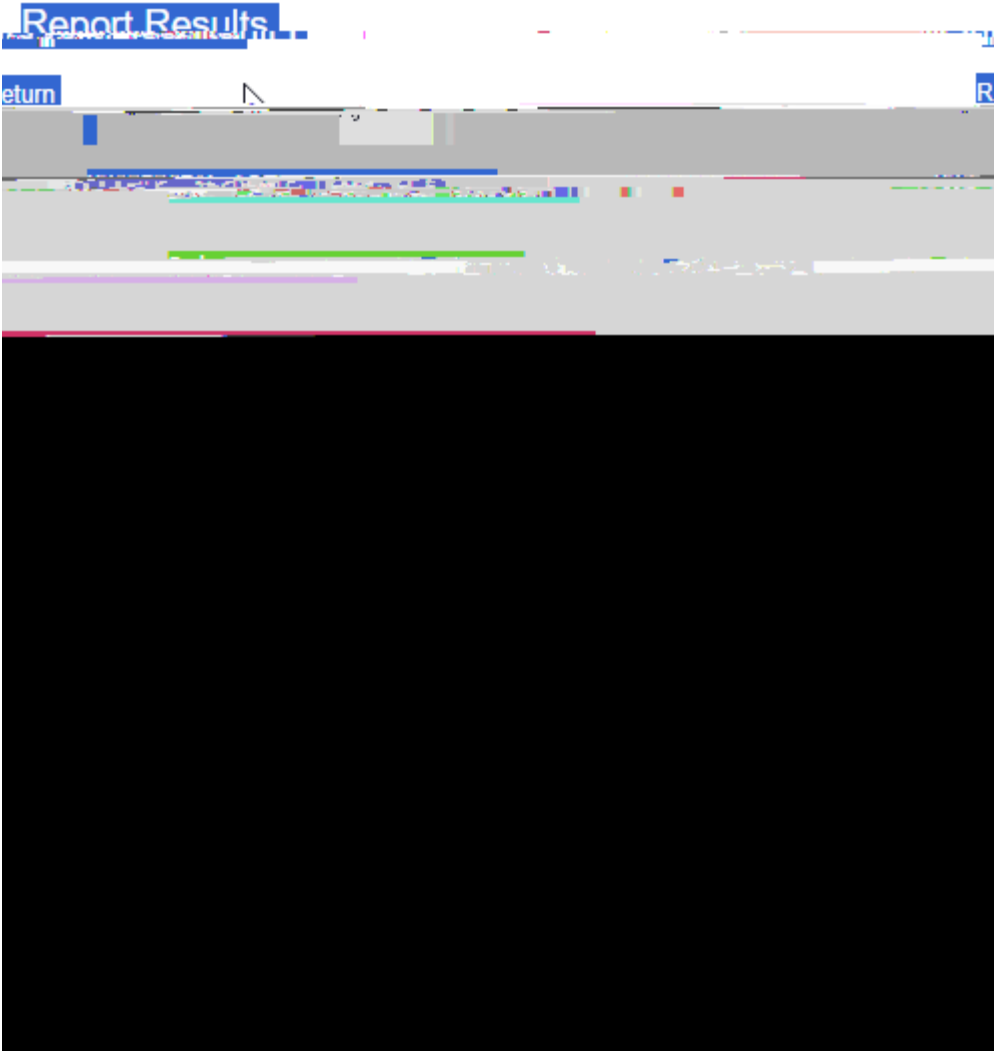
Choose an institution and report type and press go to view your report.



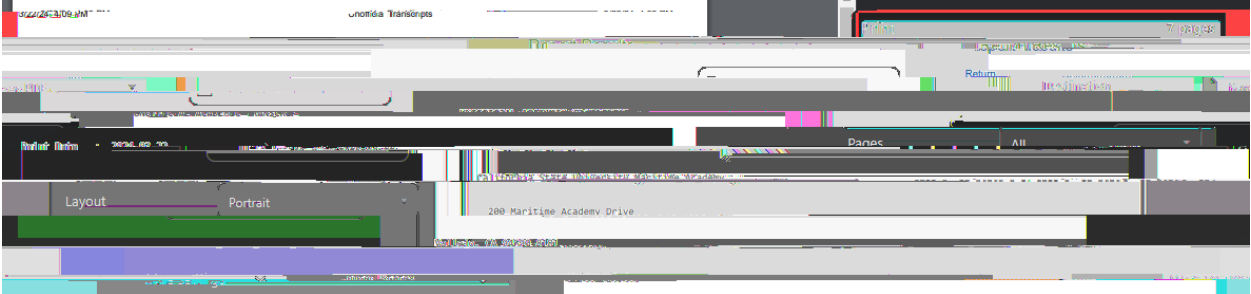
Click GO

Your report results will be shown on the screen To capture the full unofficial report

Click the "Ctrl" button and the "A" key which will select all on the screen and will highlight all of your unofficial transcript information to date.



Once highlighted click the Ctrl key and key p



Click on the Destination to Save as PDF.