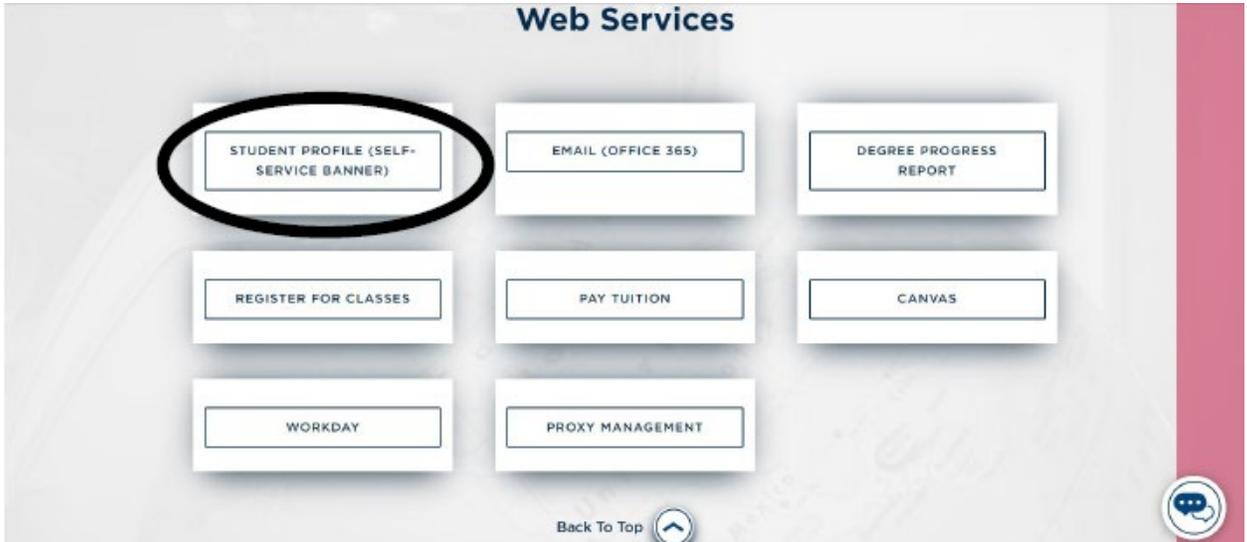
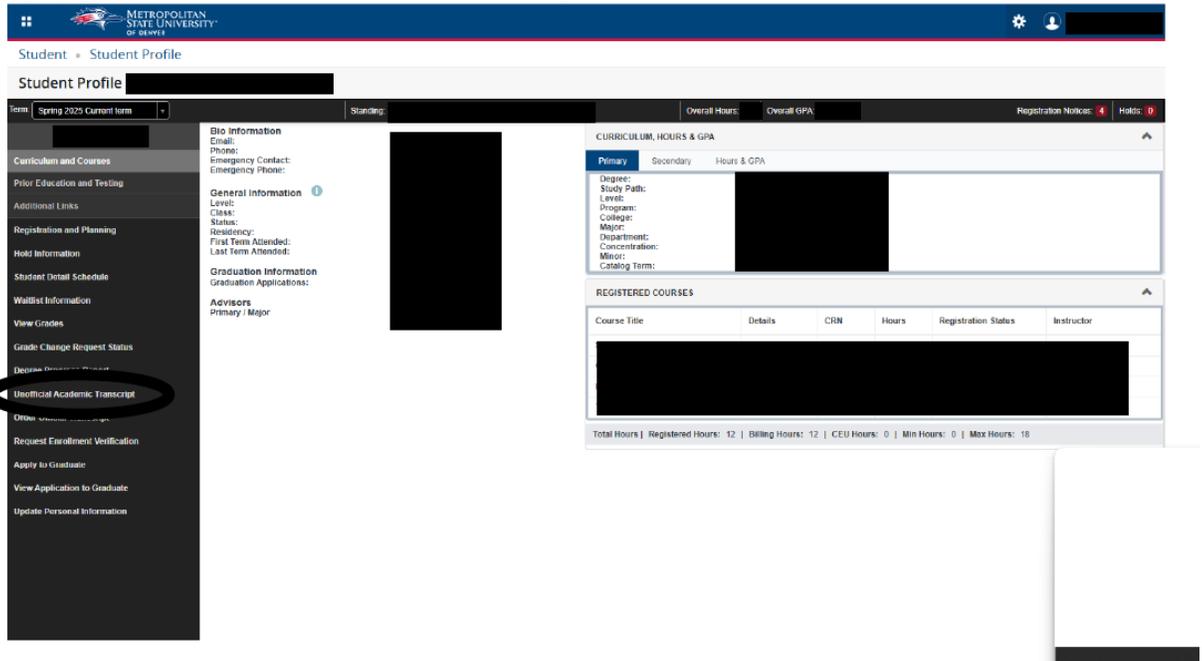


# Obtaining Unofficial Transcripts Guide

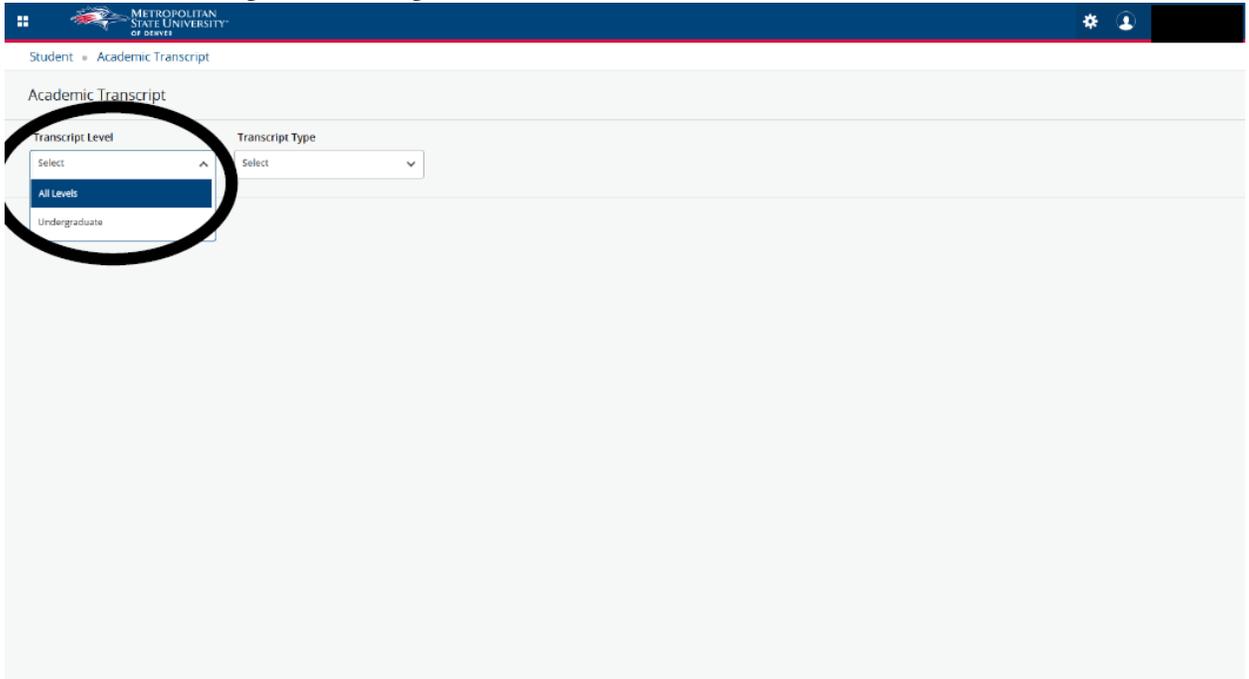
1. Go to the Student Hub under “Web Services”. Click the STUDENT PROFILE (SELF-SERVICE BANNER) button.



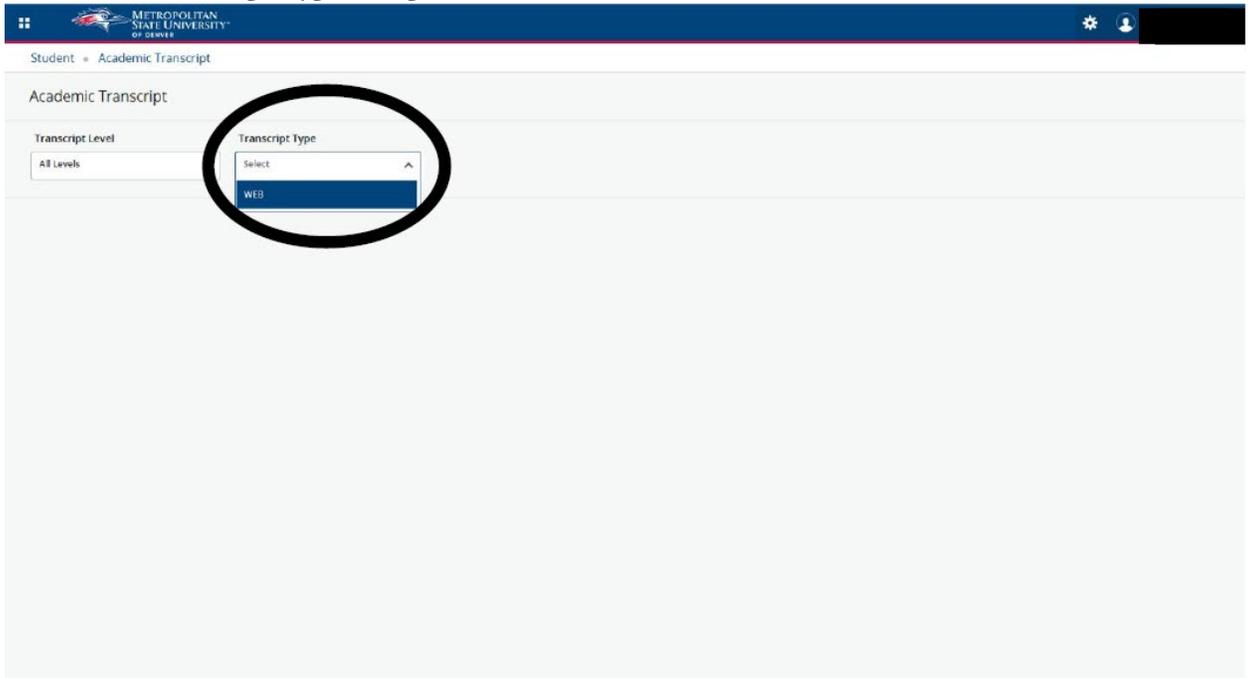
2. After logging into your student account, you will be directed TO THE Student Profile homepage. Select “Unofficial Academic Transcript”, located on the left side menu.



3. Select the “Transcript Level” drop-down box and select “All Levels”.



4. Select the “Transcript Type” drop-down box and select “WEB”.



5. Click Ctrl+P to print or save the transcript as a PDF. **DO NOT USE THE PRINTER ICON.**
  - a. To save as a PDF, use the “Destination” drop-down box and select “Save as PDF”.
  - b. To print out a copy, use the “Destination” drop-down box and select the desired printer.

The image shows a screenshot of a web application interface for an academic transcript. The main content area on the left displays the transcript details, including student information, transcript type (WEB), and a table of academic records. A print dialog is overlaid on the right side of the screen. The dialog has a title bar that says "Print" and "7 pages". The "Destination" dropdown menu is highlighted with a black oval and is set to "Save as PDF". Other options in the dialog include "Pages" (set to 7), "Layout" (set to Portrait), and "More settings". At the bottom of the dialog are "Save" and "Cancel" buttons. The transcript page itself has a header with the date "12/10/24, 1:51 PM" and the title "Academic Transcript". Below the header, there is a redacted area for the student's name. The transcript content includes a warning: "This is not an official transcript. Courses which are in progress may also be included on this transcript." and sections for "Student Information" (Student Type: Continuing) and "Curriculum Information" (Current Program: Major and Department, which is redacted).