## **Obtaining Unofficial Transcripts Guide**

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

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STUDENT PROFILE (SELF- SERVICE BANNER)	EMAIL (OFFICE 365)	DEGREE PROGRESS REPORT
REGISTER FOR CLASSES	PAY TUITION	CANVAS
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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.

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Student • Student Profile									
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Term: Spring 2025 Current term +		Standing:	Overall Hour	S: Overall GP/	A:		Reg	istration Notices: 🚺	Holds: 🚺
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3. Select the "Transcript Level" drop-down box and select "All Levels".

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

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Transcript Level	Transcript Type	
All Levels	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.

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