

Running an Unofficial Transcript

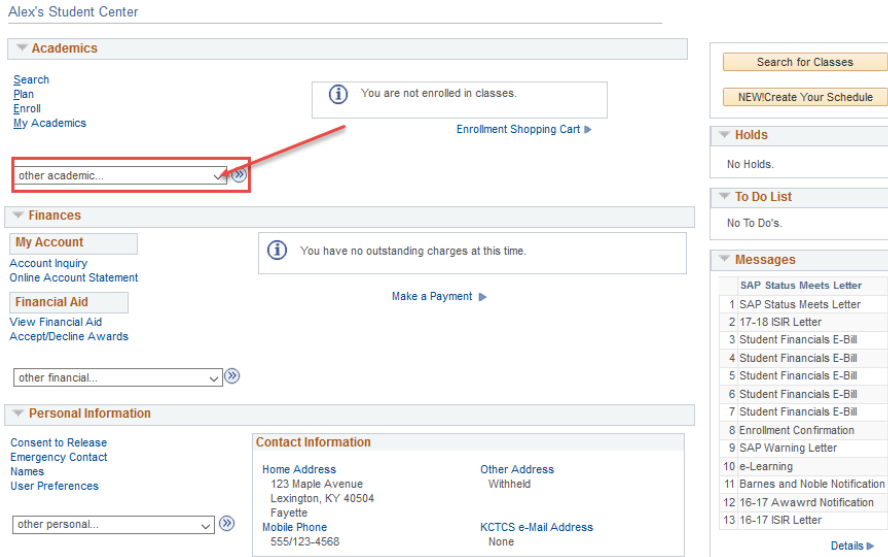
A student can run an unofficial transcript from the PeopleSoft Student Center anytime they choose.

From the Student Homepage:

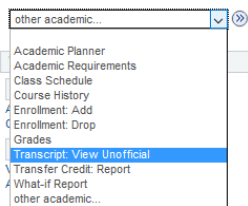
1. Click on the **Student Center** tile.




2. Locate the **Academics** section and click on the drop down arrow in the **“other academic”** box.

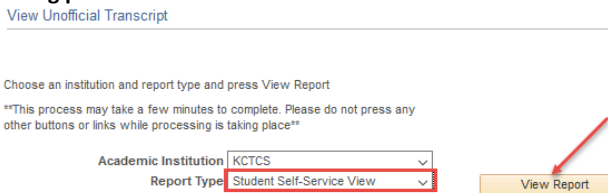


1. Select **Transcript: View Unofficial** from the list.




3. Click the double arrows  to run the report.
4. In the **Report Type** field, select **Student Self-Service View**.
5. Click **View Report**.

***The process may take a few minutes to complete. Do not press any other buttons or links while processing is taking place.**



6. Once the process has completed a new tab will display a PDF of the unofficial transcript.
7. After viewing transcript, return to the PeopleSoft tab in the web browser.

Click the **Home**  icon to return to the Student