Run Unofficial Transcript(s)

1. Click the **Records and Enrollment** link.
   ▷ Records and Enrollment
2. Click the **Transcripts** link.
   Transcripts
3. Click the **Transcript Request** link.
   Transcript Request
4. Click the **Add a New Value** tab.
   Add a New Value
5. Click the **Transcript Type** list.
6. Click the **UNOFF** list item.
   UNOFF
7. Click the **Output Destination** list.
8. Click the **Page** list item.
   (This may already be set as a default.)
   Page
9. Click the **Request Detail** tab.
   Request Detail
10. Enter the desired information into the **ID** field.
11. Click the **Process Request** button.
    Process Request
12. Click the **Print** button.
    Print
13. Click the **Report Manager** link.
    Report Manager
14. Click the **Refresh** button. You may need to periodically do this to update your processing status.
    Refresh
15. After the status indicates **Posted**, click the **Transcript** link.
    Transcript
16. The PDF of the unofficial transcript is now displayed.
17. **End of Procedure.**