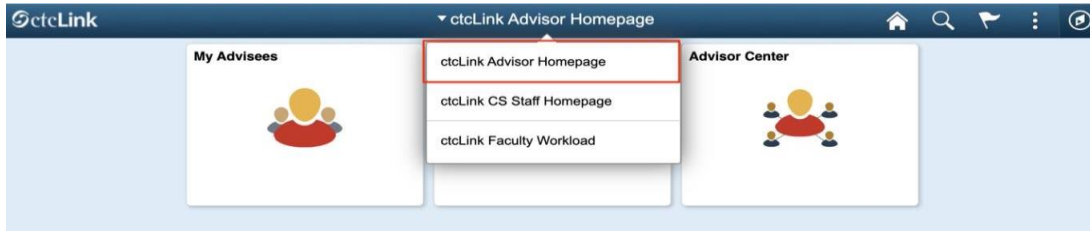
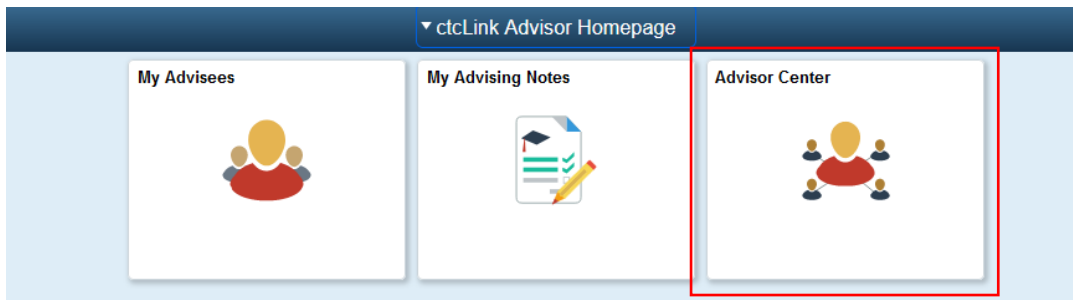


How to View Transcripts

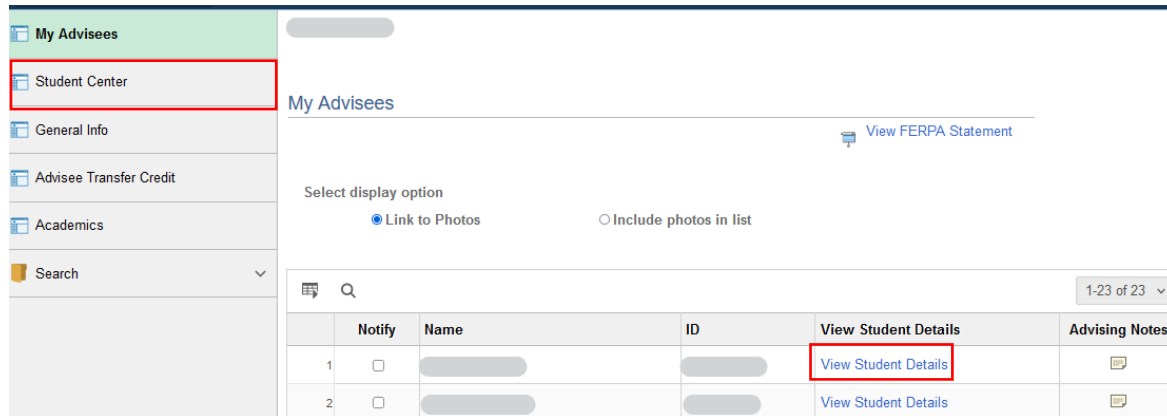
1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



2. Click the **Advisor Center** tile.



3. Go to **Student Center** to search for a specific student. You can also choose an advisee from your list in **My Advisees** and click on **View Student Details**.



A screenshot of the Student Center interface. The left sidebar contains a navigation menu with 'Student Center' highlighted in red. The main content area is titled 'My Advisees' and includes a 'View FERPA Statement' link. Below this, there are radio buttons for 'Select display option': 'Link to Photos' (selected) and 'Include photos in list'. A table lists two advisees with columns for 'Notify', 'Name', 'ID', 'View Student Details', and 'Advising Notes'. The 'View Student Details' link for the first student is highlighted in red.

	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>	[Redacted]	[Redacted]	View Student Details	[Icon]
2	<input type="checkbox"/>	[Redacted]	[Redacted]	View Student Details	[Icon]

- The **Advisee's Student Center** page will display. If you are searching for a particular student, enter the student's Empl ID or search using the student's name. If you clicked on an advisee from the My Advisees list, the Empl ID automatically populates with the student's ID number. Click the **Search** button to pull up the student's information page.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID =

Academic Career =

National ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

Case Sensitive

[Basic Search](#)

- The Advisee Student Center page displays. Go to the drop-down menu on the left and select **Transcript: View Unofficial**. Then hit the double arrow icon to the right of the drop-down.

other academic...

This Week's Schedule

	Class	Schedule	Submit Alert
<input type="button" value="i"/> <input type="button" value="b"/>	CMST& 210-02 LEC (16562) WWCC	TBA Room TBA	<input type="button" value="i"/>
<input type="button" value="i"/> <input type="button" value="b"/>	HSS 110-01 LEC (16253) WWCC	MoTu 11:00AM - 12:00PM Room TBA	<input type="button" value="i"/>
<input type="button" value="i"/> <input type="button" value="b"/>	HSS 141-01C CLN (16254) WWCC	Fr 11:00AM - 12:00PM Online	<input type="button" value="i"/>

[Weekly Schedule ▶](#)

other academic...
Academic Requirements
Advising Notes
Assignments
Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
What-if Report
other academic...

- Select or confirm your Academic Institution and select "Unofficial Transcript" as the Report Type. Then click **View Report**.

Choose an institution and report type and press View Report

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

Academic Institution

Report Type

7. The **Previous Requests** page is displayed. Select the top **View Report** button.

[Advisee Unofficial Transcript](#)

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date		
View Report	05/12/2022	Unofficial Transcript	WA200		Immediate Processing	05/12/2022	+	-
View Report	05/12/2022	Unofficial Transcript	WA200		Immediate Processing	05/12/2022	+	-

Cancel

8. The report displays and a transcript PDF will appear after opening a pop-up or retrieving from the download section of your browser. Congratulations, you're done! You successfully requested an official transcript.