

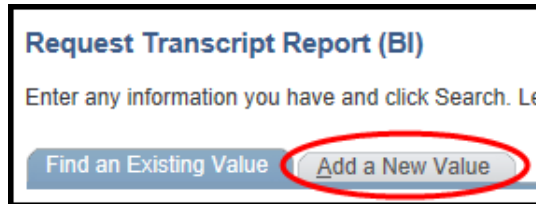
# Unofficial Transcript

## *Create a Transcript Report in PeopleSoft Student Records*

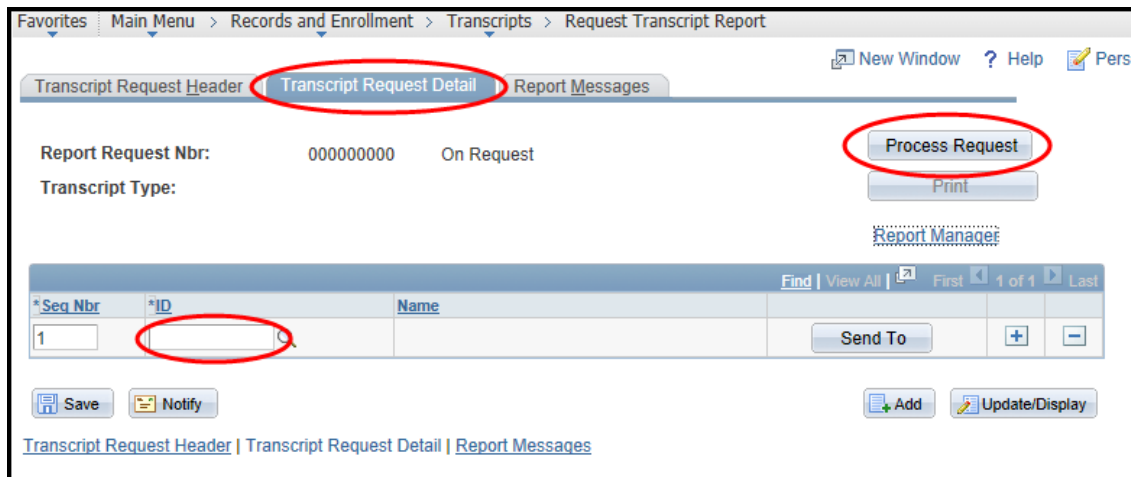
Unofficial Transcript Reports are created in pdf format and can be viewed on screen, saved as a pdf file or printed.

Navigation: **Records and Enrollment > Transcripts > Request Transcript Report(BI)**

1. Select **Add a New Value** link at the bottom of the window or choose the **Add a New Value** tab.



2. Go to the **Transcript Request Detail** tab
  - Enter in the student's **ID** number.
  - If the ID number is unknown, click the magnifying glass to search for the student by name.
  - Click the **Process Request** button at the top right.



### 3. View the Report

- Click the **View Report** link to view the unofficial transcript. A **new tab** will open with the transcript shown as a **pdf**. The pdf can be saved or printed.

The screenshot shows a web application interface for viewing a transcript report. The breadcrumb navigation at the top reads: Favorites > Main Menu > Records and Enrollment > Transcripts > Request Transcript Report. The interface includes a toolbar with 'New Window', 'Help', and 'Per' options. Below the toolbar are three tabs: 'Transcript Request Header', 'Transcript Request Detail' (which is active), and 'Report Messages'. The main content area displays the following information:

Report Request Nbr:	001952469	Completed	<a href="#">Process Request</a>
Transcript Type:	UNOFF	Unofficial Transcript	<a href="#">Print</a>

Below this information is a 'Report Manager' section containing a table with the following columns: \*Seq Nbr, \*ID, Name, and a set of action buttons. The table has one row with the following data:

*Seq Nbr	*ID	Name	Send To	View Report	+	-
1				<a href="#">View Report</a>		

The 'View Report' button in the table is circled in red. Below the table are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. At the bottom, there are navigation links: [Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#).