Running the Unofficial Transcript Report

REMINDER: DO NOT USE THE BROWSER BACK BUTTON.
POP-UP BLOCKER MUST BE TURNED OFF.

1. From myUMBC, locate the Topic > Advising & Student Support or Classes & Grades.

2. Click once on the Transcript (Unofficial) link.

3. Click once on the View Report button.

To run a new report, follow these steps:

1. Select Unofficial Transcript from the Report Type drop down menu.

2. Click once on the View Report button. The report will be generated, and it will open in a separate window in Adobe Acrobat.
To view a previously generated report, follow these steps:

1. Click once on the **View All Requested Reports** button. A list of prior reports is displayed.

2. Click once on the desired **View Report** button. The report will open in a separate window in Adobe Acrobat.

3. Click the **Cancel** button to return to the previous screen.