Running the Unofficial Transcript Report

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

1. From the Faculty Center of myUMBC, scroll down to Advising & Student Support.

2. Click once on the Student Academic Information link.

3. Enter the search criteria for the student.

4. Click once on the Search button.

Note: If more than one student matches your search criteria, a list of students will be displayed at the bottom of the screen under Search Results. If this happens, click once on the name of the desired student.
5. Click once on the drop down arrow, and select Transcript: View Unofficial Transcript from the drop down list.

6. Click once on the Go button.
From the View Unofficial Transcript page, you can choose to run a new report, or view a report that you have previously run for the student.

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.

**View Unofficial Transcript**

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"

Select Unofficial Transcript from the drop down menu.

Click the **View Report** button.

Click to view previously generated reports for the student.

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.

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Description</th>
<th>Institution</th>
<th>User ID</th>
<th>Future Release</th>
<th>Requested Print Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/07/2009</td>
<td>Unofficial Transcript</td>
<td>UMBC1</td>
<td>SDANSON</td>
<td>Immediate Processing</td>
<td>07/07/2009</td>
</tr>
</tbody>
</table>

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