Running the Unofficial Transcript Report

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

The Unofficial Transcript is available via two methods: Advising Center and the Student Academic Information. Each method opens the same report.

Via Advising Center

1. Go to myUMBC, Topics,
2. Scroll down to Advising & Student Support. Select Advising Center.
3. Locate the student and select the appropriate Term.
4. Click on the Transcript: View Unofficial link.

The Unofficial Transcript opens in a new window or tab.
Via Student Academic Information

1. Go to myUMBC, Topics.

2. Scroll down to Advising & Student Support. Select Student Academic Information.

3. Enter the Student’s Campus ID or Last and First Name into the Search Criteria Fields. Be sure to TAB out of the field.

4. Click the Search Button.

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.

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.
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.

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.