



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.

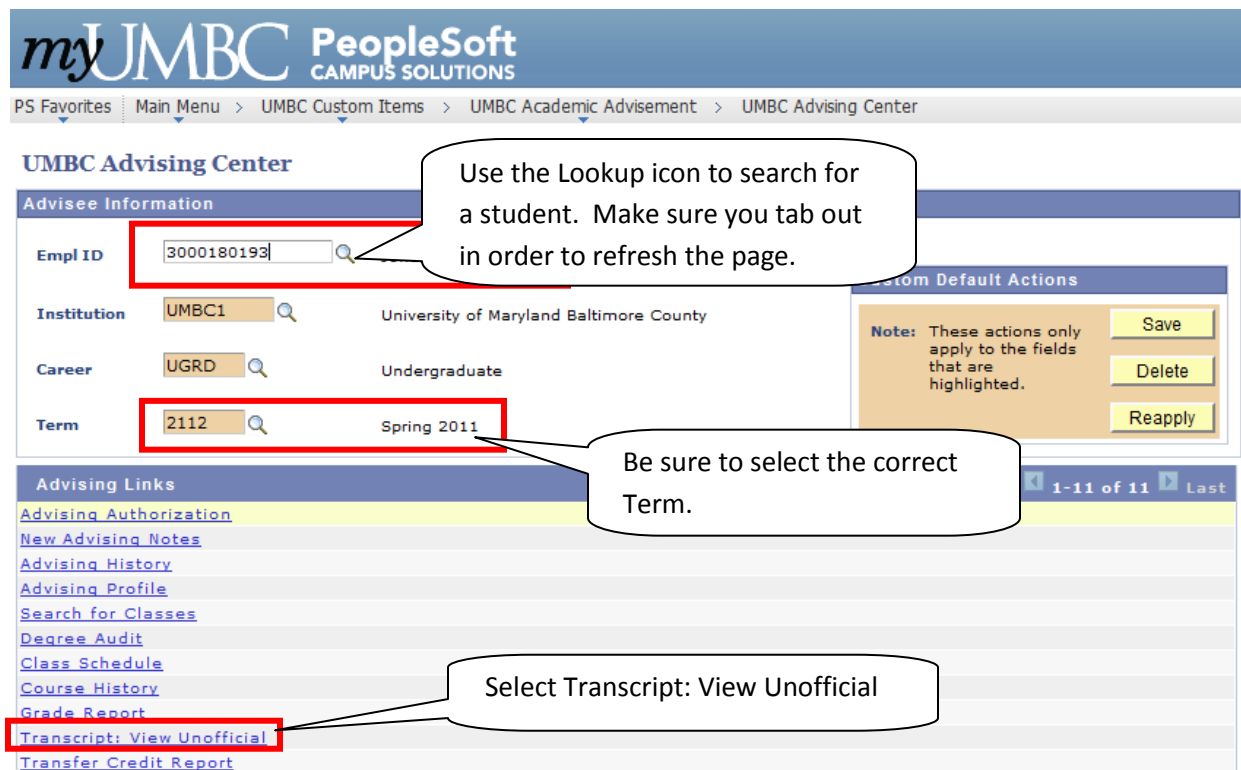
Via Advising Center

1. Go to , Topics,  Faculty Center
2. Scroll down to **Advising & Student Support**. Select **Advising Center**.

★ Advising Center

Your complete source for viewing all Student Academic Information. Comprehensive access to all Advising tools.

3. Locate the student and select the appropriate Term.
4. Click on the Transcript: View Unofficial link.



The screenshot shows the UMBC Advising Center interface. At the top, there is a navigation bar with "myUMBC PeopleSoft CAMPUS SOLUTIONS" and a breadcrumb trail: "PS Favorites > Main Menu > UMBC Custom Items > UMBC Academic Advisement > UMBC Advising Center". The main content area is titled "UMBC Advising Center" and contains an "Advisee Information" section. This section has four rows: "Empl ID" with the value "3000180193", "Institution" with "UMBC1" and "University of Maryland Baltimore County", "Career" with "UGRD" and "Undergraduate", and "Term" with "2112" and "Spring 2011". Each input field has a search icon. A red box highlights the "Empl ID" field, and a callout bubble points to it with the text: "Use the Lookup icon to search for a student. Make sure you tab out in order to refresh the page." Another red box highlights the "Term" field, and a callout bubble points to it with the text: "Be sure to select the correct Term." Below the "Advisee Information" section is an "Advising Links" section with a list of links: "Advising Authorization", "New Advising Notes", "Advising History", "Advising Profile", "Search for Classes", "Degree Audit", "Class Schedule", "Course History", "Grade Report", "Transcript: View Unofficial", and "Transfer Credit Report". A red box highlights the "Transcript: View Unofficial" link, and a callout bubble points to it with the text: "Select Transcript: View Unofficial". To the right of the "Advisee Information" section is a "Custom Default Actions" panel with a note: "Note: These actions only apply to the fields that are highlighted." and three buttons: "Save", "Delete", and "Reapply".

The Unofficial Transcript opens in a new window or tab.

Via Student Academic Information

1. Go to **myUMBC**, Topics, **Faculty Center**.
2. Scroll down to **Advising & Student Support**. Select **Student Academic Information**.

Advising & Student Support »

★ **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

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.



Advisee Unofficial Transcript

Benjamin

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	UMBC	
Report Type	Unofficial Transcript	view report

Click to view previously generated reports for the student.

Click the **View Report** button.

VIEW ALL REQUESTED REPORTS

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.

Advisee Unofficial Transcript

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	02/15/2011	Unofficial Transcript	UMBC1	BOERTEL	Immediate Processing	02/15/2011

CANCEL

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