Viewing a Student's Unofficial Transcript

This guide will cover:

- Viewing a student’s unofficial transcript in the Advisor Center

**Step One**

Navigate to the following breadcrumb:

OR

If you are already within the Advisor Center, click **Student Center** tab.

**Step Two**

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

**Step Three**

On the left hand side of the screen click the drop down menu and select the drop down item, **Transcript: View Unofficial**. Then press »
Step Four

Under the Academic Institution field, click the drop down menu and select University of Cincinnati. This value should be selected for all university campuses.

Under the Report Type field, click the drop down menu and select Unofficial Transcript.

Then click View Report.

IMPORTANT If you want to view all reports click on the View All Requested Reports button at the bottom of the page. Multiple types of unofficial transcripts could exist, one of which may assist with Orientation preparation called Advising Student Snapshot.

NOTE Under the report type field, select Advising Student Snap Shot if you want to run and view a student’s unofficial transcript and have it display their test credit, transfer credit and credit at UC.
Step Six

The system will download the report and it will appear in a new browser tab.

Step Seven

Once the report has been received the main browser tab will display the request history of the Advisee Unofficial Report and display the time stamp and the User ID of the person who requested the report.

You have now completed the steps of accessing and viewing a student’s unofficial transcript report.