

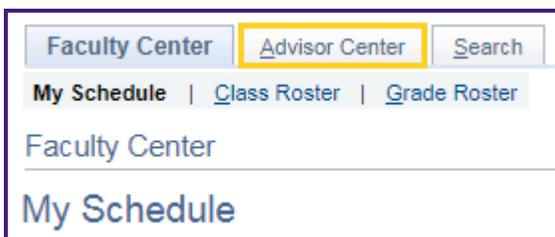
View Unofficial Transcript

To view an advisee's unofficial transcript:

NOTE: Please make sure that Pop-Up Blocker is disabled (turned off); otherwise, your process will not complete.



1. Click the **Faculty Center** tile.

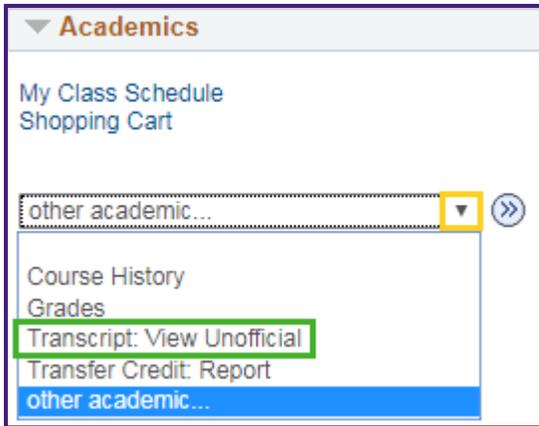


2. Click the **Advisor Center** tab.

| | Notify | Photo | Name | ID | View Student Details |
|---|--------------------------|-------|------|----|--------------------------------------|
| 1 | <input type="checkbox"/> | | | | View Student Details |
| 2 | <input type="checkbox"/> | | | | View Student Details |
| 3 | <input type="checkbox"/> | | | | View Student Details |
| 4 | <input type="checkbox"/> | | | | View Student Details |

3. Click the **View Student Details** link for the desired student.

Job Aid

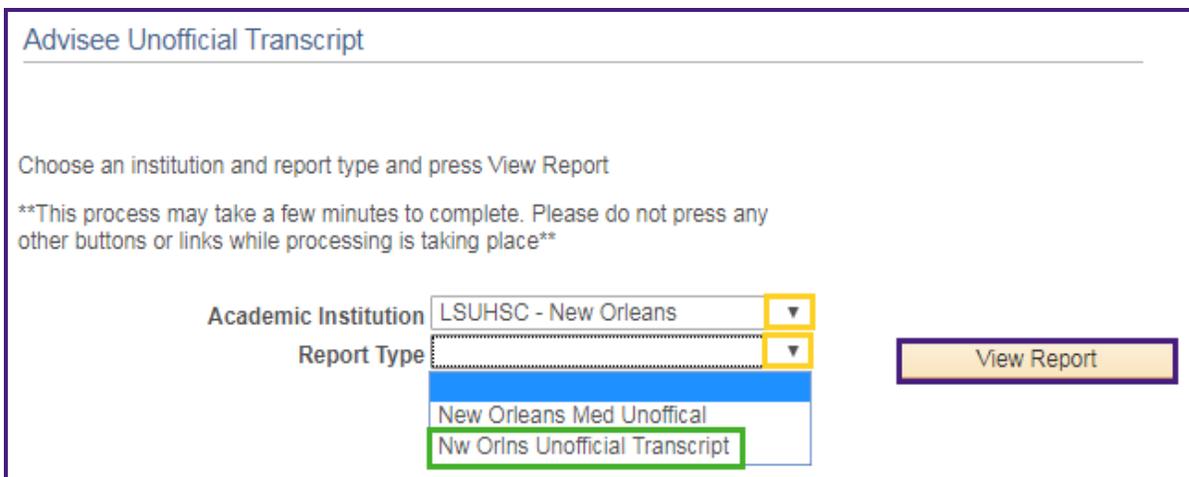


4. Click the drop-down button to the right of the **other academic** field.

Click the **Transcript: View Unofficial** list item.



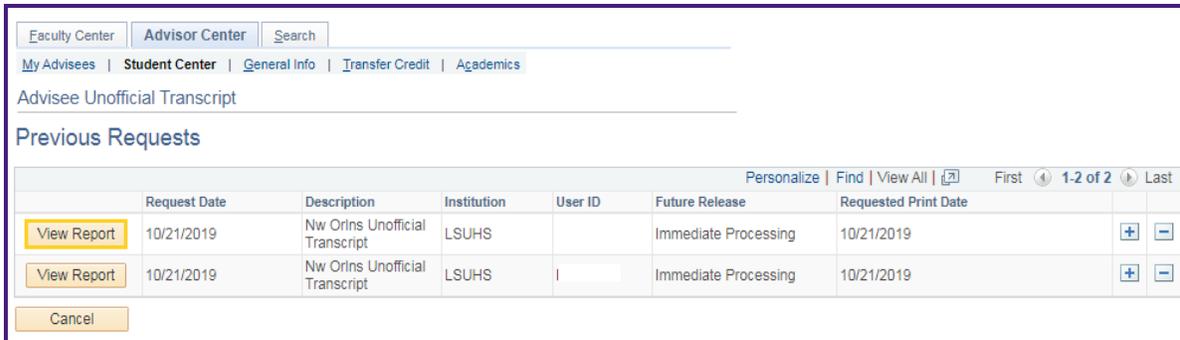
5. Click the **Go** button.



6. Click the **Academic Institution** drop-down to select the Institution from the list if it does not default.

Click the **Report Type** drop-down to select the *Nw Orlns Unofficial Transcript* option from the list.

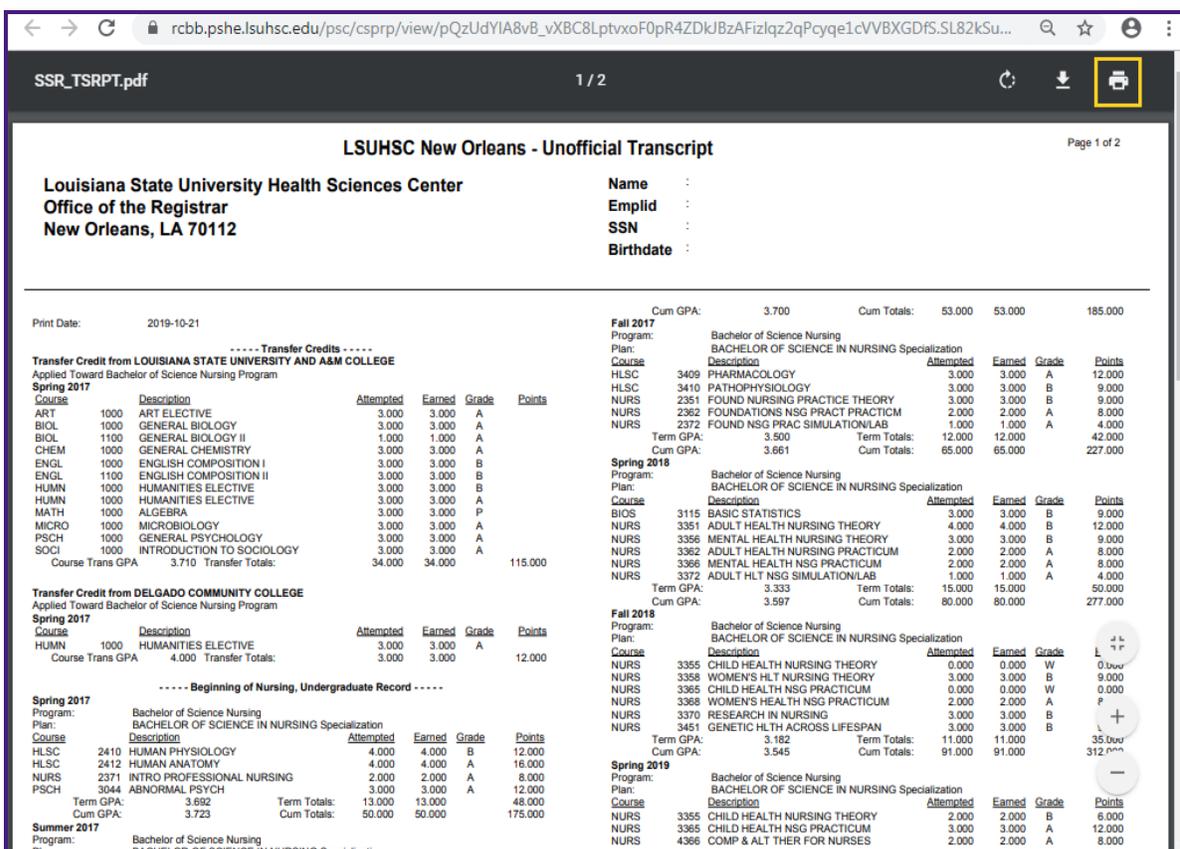
Click the **View Report** button to continue.



- The previous requests report displays the *date the report was requested*, the *transcript description*, *institution*, and *User ID* of the requestor.

NOTE: Every transcript request is tracked by the Registrar's Office.

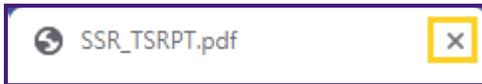
Click the **View Report** button.



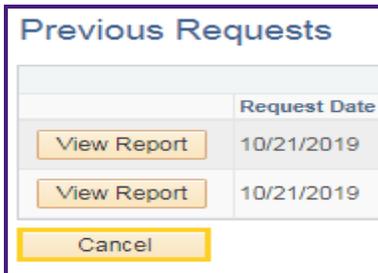
- The **Unofficial Transcript** report displays in a new tab and includes: the *classes taken*, *grades*, *credits*, and *cumulative GPA* for each semester.

NOTE: If you wish to print the report on your default printer, click the Printer Icon on your browser.

Job Aid



9. Click the **Close** button to exit from the report.



10. Click the **Cancel** button to return to the *Advisee Unofficial Transcript* page.

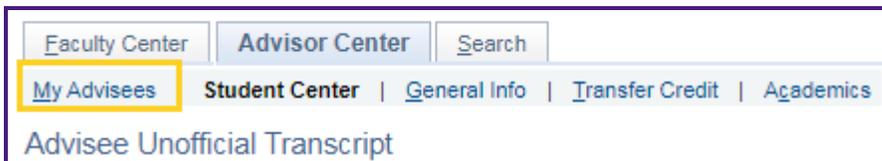


11. Click the **View All Requested Reports** button to view previously requested transcripts.



12. To view a previously requested transcript report, click the **view report** button.

After reviewing the report, click the **Cancel** button to return to the *Advisee Unofficial Transcript* page.



13. Click the **My Advisees** link to return to the *My Advisees* page.