


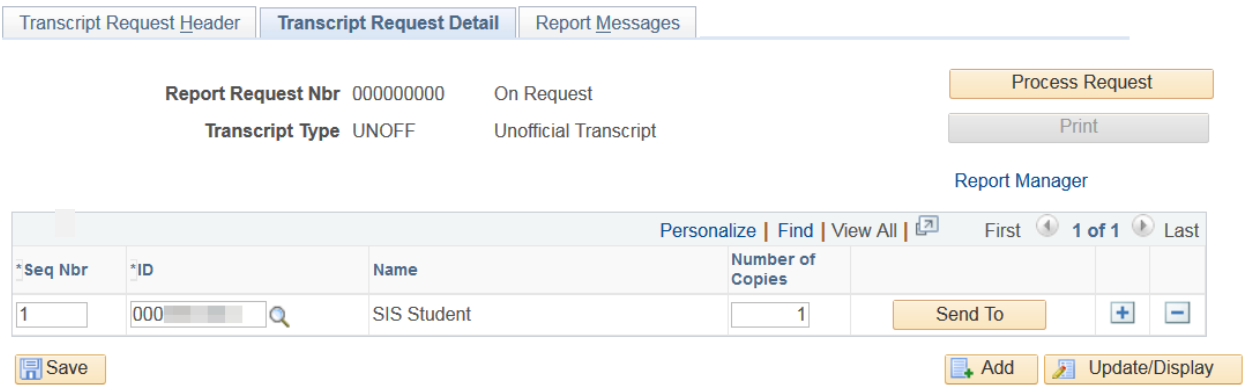

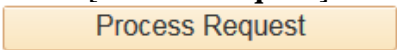
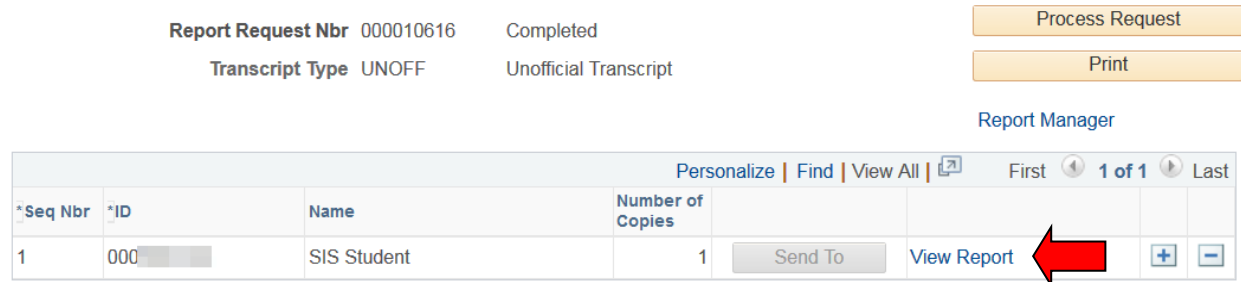


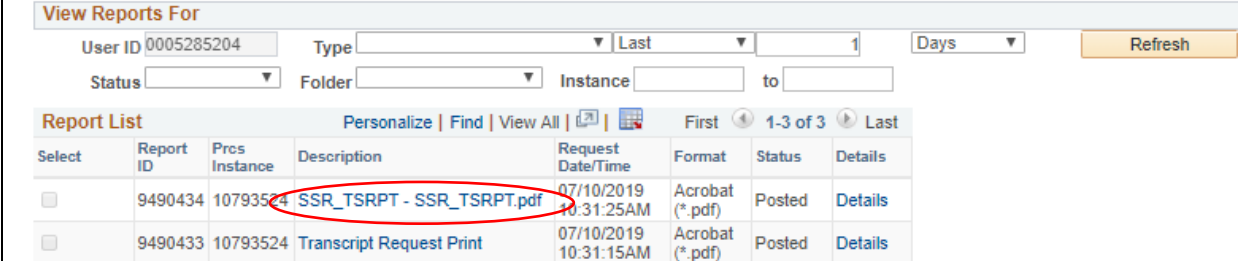


Requesting Unofficial Transcripts


To request Unofficial Transcripts to view, save, or print, follow the steps below:

Step	Action	Result
1.	Navigate to: <input type="checkbox"/> Student Records WorkCenter >Request Unofficial Transcript – or – >Records and Enrollment >Transcripts >Request Transcript Report	The Request Transcript Report page displays. Tip: Set a favorite to this page using  Navigator: >Records and Enrollment >Transcripts >Request Transcript Report; Add To▼, Favorites.
2.	Select Add a New Value .	The Transcript Request ... page displays.
3.	<i>If needed,</i> select Transcript Request Detail .	The Transcript Request Detail page displays.
	Tip: Set the Transcript Request Detail tab as your default starting page: (only have to set once!) a) Select 'Personalize Page' in upper right. b) Select/check 'Put this page in front (the current tab) when I come into this component.' <div style="text-align: center;"> Page Personalization  <input checked="" type="checkbox"/> Put this page in front (the current tab) when I come into this component. </div> c) Select [OK].	
4.	Enter student's SIS <i>ID</i> & press [Tab] key. – or – Select SIS <i>ID</i> look up  to search by <i>Campus ID or Last Name / First Name.</i> <i>(if look up issues, see Tip→)</i>	The SIS ID number and student's name displays. Note: If student has a service indicator that impacts records, you will see a message, select [OK] to continue. Tip: >Setup SACR >User Defaults for UWMSN.
		
5.	Enter the Number of <i>Copies</i> desired.	Typed number displays in <i>Number of Copies</i> field.
6.	If you would like to request an unofficial transcript for an additional student, select [+] Add row, and repeat steps 4 & 5.	Another row becomes available. 

Step	Action	Result
7.	Select [Process Request]. 	You will see the processing [sunburst] icon in upper right, followed by the [saved] icon. You will then see the enabled 'View Report' link.
		
8.	If you want to view &/or print an individual student's unofficial transcript:	
	a. Select ' View Report '.	The unofficial transcript will download or open in a new tab within your browser.
	b. View, Save, Print.	Tip: You can print to any of your printers.
c. Close when done.	Done.	
9.	If you want to view &/or print unofficial transcript for ALL listed students:	
	a. Select ' Print '. 	You will see the processing [sunburst] icon in upper right, followed by the [saved] icon.
	b. Select Report Manager . 	The Report Manager page opens. Tip: You may need to select [Refresh] to view the .pdf file.
		
	c. Select the .pdf	The unofficial transcripts for all students included in the request will download or open in a new tab within your browser.
	d. View, Save, Print.	Tips: You can print to any of your printers. See geBLC Decoder .
e. Close when done.	Pdf closes.	
f. Select 'Go back to Request Transcript Report'.	Done.	

Viewing Previously Requested Unofficial Transcripts

To view UW Unofficial Transcripts previously requested, follow the steps below:

Step	Action	Result
1.	<p>If you are already on the Transcript Request Detail or Header page, select [Update/Display] .</p> <p>Otherwise, navigate to: <input type="checkbox"/> Student Records WorkCenter >Request Unofficial Transcript – or – >Records and Enrollment >Transcripts >Request Transcript Report</p>	The Request Transcript Report page displays.
2.	<p>If you want to view a list of all unofficial transcripts you have requested, enter your SIS ID into <i>User ID</i> and select [Search]. Continue to Step 4.</p>	Matching Search Results display below the Search Criteria fields.


Request Transcript Report


Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)

Search Criteria


Report Request Nbr begins with

ID begins with 


Academic Institution begins with 


Transcript Type begins with 

User ID begins with

Request Date = 


Future Release =

Term begins with 

Requested Print Date = 

First Name begins with









Last Name begins with

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-5 of 5 Last

Report Request Nbr	ID	Academic Institution	Transcript Type	User ID	Request Date	Future Release	Term	Requested Print Date	First Name	Last Name
000010619	00047	UWMSN	UNOFF	0000	06/28/2019	ImedProc	(blank)	06/28/2019		
000010618	00047	UWMSN	UNOFF	0000	06/28/2019	ImedProc	(blank)	06/28/2019		
000010617	00056	UWMSN	UNOFF	0000	06/28/2019	ImedProc	(blank)	06/28/2019	SIS	STUDENT
000010616	00056	UWMSN	UNOFF	0000	06/28/2019	ImedProc	(blank)	06/28/2019	SIS	STUDENT
000010615	00055	UWMSN	UNOFF	0000	06/28/2019	ImedProc	(blank)	06/28/2019		

Step	Action	Result																																												
3.	If you want to see a list of all unofficial transcripts that have been requested for a certain student, enter the student's SIS ID into ID and select [Search].	Matching Search Results display below the search criteria fields. Tip: Select <i>ID</i> look up  to search by <i>Campus ID</i> or <i>Last Name / First Name</i> .																																												
<p>Request Transcript Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Report Request Nbr begins with <input type="text"/></p> <p>ID begins with <input type="text" value="0005711969"/> </p> <p>Academic Institution begins with <input type="text"/> </p> <p>Transcript Type begins with <input type="text"/> </p> <p>User ID begins with <input type="text"/></p> <p>Request Date = <input type="text"/> </p> <p>Future Release = <input type="text"/></p> <p>Term begins with <input type="text"/> </p> <p>Requested Print Date = <input type="text"/> </p> <p>First Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Search Clear Basic Search  Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Report Request Nbr</th> <th>ID</th> <th>Academic Institution</th> <th>Transcript Type</th> <th>User ID</th> <th>Request Date</th> <th>Future Release</th> <th>Term</th> <th>Requested Print Date</th> <th>First Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>000010580</td> <td>0005711969</td> <td>UWMSN</td> <td>UNOFF</td> <td>00057</td> <td>06/24/2019</td> <td>ImedProc</td> <td>(blank)</td> <td>06/24/2019</td> <td></td> <td></td> </tr> <tr> <td>000010426</td> <td>0005711969</td> <td>UWMSN</td> <td>UNOFF</td> <td>00052</td> <td>06/18/2019</td> <td>ImedProc</td> <td>(blank)</td> <td>06/18/2019</td> <td></td> <td></td> </tr> <tr> <td>000010324</td> <td>0005711969</td> <td>UWMSN</td> <td>UNOFF</td> <td>00052</td> <td>06/11/2019</td> <td>ImedProc</td> <td>(blank)</td> <td>06/11/2019</td> <td></td> <td></td> </tr> </tbody> </table>			Report Request Nbr	ID	Academic Institution	Transcript Type	User ID	Request Date	Future Release	Term	Requested Print Date	First Name	Last Name	000010580	0005711969	UWMSN	UNOFF	00057	06/24/2019	ImedProc	(blank)	06/24/2019			000010426	0005711969	UWMSN	UNOFF	00052	06/18/2019	ImedProc	(blank)	06/18/2019			000010324	0005711969	UWMSN	UNOFF	00052	06/11/2019	ImedProc	(blank)	06/11/2019		
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000010324	0005711969	UWMSN	UNOFF	00052	06/11/2019	ImedProc	(blank)	06/11/2019																																						
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