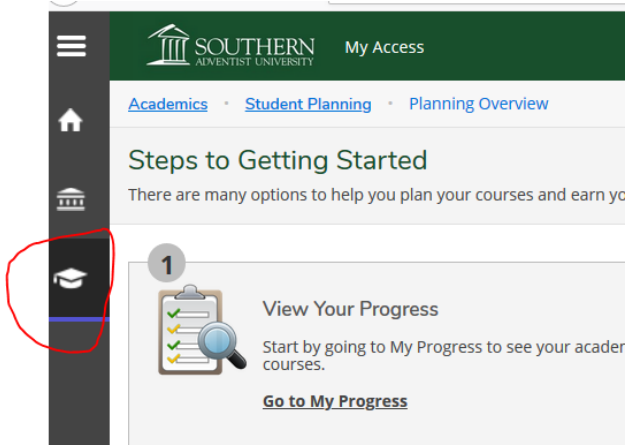


## Requesting an Unofficial Transcript

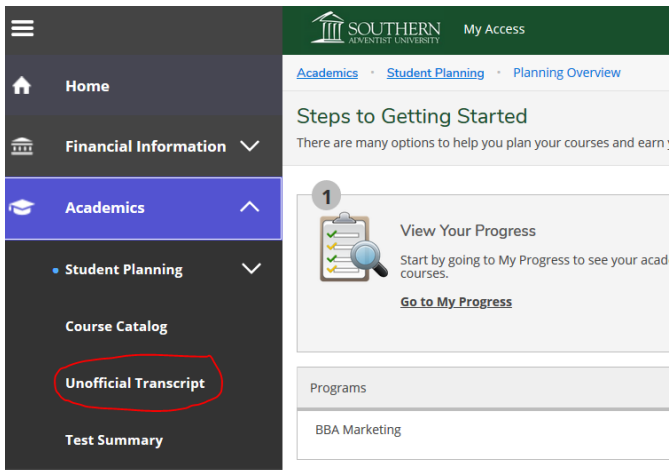
1. Login to your My Access
2. Click the "Academics" tab
3. In the drop down tab select "Student Planning"



4. Click on the cap icon on the left hand side



5. Select the bottom option "Unofficial Transcript"



6. Click to download and print your Unofficial Transcript

