

Requesting an Unofficial Transcript

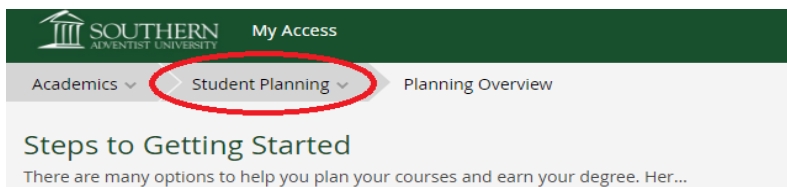
1. Login to your My Access
2. Click the "Academics" tab
3. In the drop down tab select "Student Planning" (third item on the list)



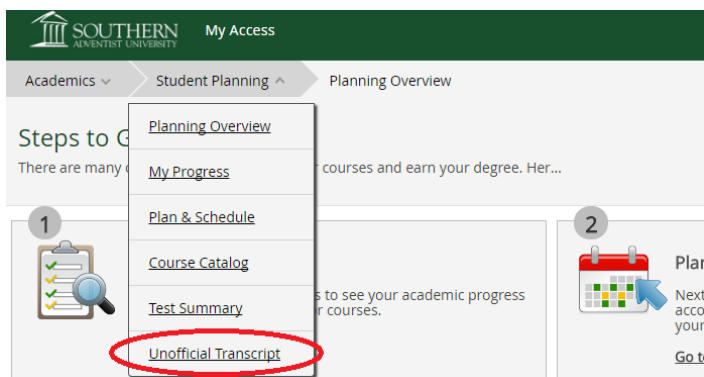
4. When it opens select "Student Planning" again



5. Hover over the "Student Planning" tab at the top of the page



6. Select the bottom option "Unofficial Transcript"



7. Click to download and print your Unofficial Transcript

