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 **Main Menu**.
2. Click **Self Service**.
3. Click **Advisor Center**.
4. Click **My Advisees**.

<table>
<thead>
<tr>
<th>Notify</th>
<th>Photo</th>
<th>Names</th>
<th>ID</th>
<th>View Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Brass, Patrick</td>
<td>6004917</td>
<td>View Student Details</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Fernandez, Marilyn Clinton</td>
<td>6082307</td>
<td>View Student Details</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Hall, Barrett J.</td>
<td>6047772</td>
<td>View Student Details</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Peikerman, Evelyn W.</td>
<td>6100252</td>
<td>View Student Details</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Trombetta, Deanna Toval</td>
<td>6079234</td>
<td>View Student Details</td>
</tr>
</tbody>
</table>

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

6. Click the **other academic** drop-down to display the list.
7. Click the **Transcript: View Unofficial** list item.

8. Click the **Go** button.

![Choose an institution and report type and press View Report](image)

9. Click the **Academic Institution** drop-down to select the Institution from the list.

10. Click the **Report Type** drop-down to select the type of transcript from the list.

11. Click the **view report** button to continue.

![LSUHSC Shreveport - Unofficial Transcript](image)

12. The unofficial Transcript report displays 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.

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

![](image)

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

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

15. Click the **Cancel** button to return to the Unofficial Transcript main page.

![](image)

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

![](image)

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

18. After reviewing the report, click the **Cancel** button to return to the Advisee Unofficial Transcript main page.
19. Click the **my advisees** link to return to the my advisees main page.