View Your Unofficial Transcript

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

2. Click the Main Menu button.  
Click the Self Service menu.  
Click the Student Center menu.

3. Select Transcript: View Unofficial from the other academic... drop-down list, then click the Go button.

4. Your Academic Institution should default into the field. If it does not, click the drop-down arrow to the right of the field and select it.  
Select New Orleans Med Unofficial from the Report Type drop-down list, and then click the view report button.
5. Your transcript displays. 

**NOTE:** Three columns of numbers displays to the right of each course listed on your Unofficial Transcript. From left to right columns represent attempted credits, earned credits, grade and grade points.

Use your browser print button to print your Unofficial Transcript.

6. To close the Transcript report, click the Close button located at the top right of the Internet Explorer Main Window.

7. To close the IE window, click the Close button at the top right corner of the box.

8. Click the Cancel button to return to the Unofficial Transcript main page.
9. To view previously requested Unofficial Transcripts, click the View All Requested Reports button.

10. Select the report you wish to view by clicking the associated View Report button.

11. Click the Cancel button to return to the Unofficial Transcript main page.

12. Click the Student Center option from the go to … drop-down list, and then click the GO! button, or click the Student Center link on your menu bar.