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 the **Faculty Center** tile.

2. Click the **Advisor Center** tab.

3. Click the **View Student Details** link for the desired student.
4. Click the drop-down button to the right of the other academic field. 

Click the Transcript: View Unofficial list item.

5. Click the Go button.

6. Click the Academic Institution drop-down to select the Institution from the list if it does not default. 

Click the Report Type drop-down to select the Nw Orlns Unofficial Transcript option from the list. 

Click the View Report button to continue.
7. The previous requests report displays the date the report was requested, the transcript description, institution, and User ID of the requestor.

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

Click the View Report button.

8. The Unofficial Transcript report displays in a new tab 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.
9. Click the **Close** button to exit from the report.

10. Click the **Cancel** button to return to the **Advisee Unofficial Transcript** page.

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

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

   After reviewing the report, click the **Cancel** button to return to the **Advisee Unofficial Transcript** page.

13. Click the **My Advisees** link to return to the **My Advisees** page.