View Your Unofficial Transcript

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

1. Click the Student Center tile.

![Image of Student Center tile]

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

![Image of transcript selection]

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.

![Image of academic institution selection]
3. Select **New Orleans Med Unofficial** from the **Report Type** drop-down list, and then click the **View Report** button.

4. 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.
5. To close the Transcript Report, click the **Close** button located at the top right of the Window.

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

7. Click the button to the right of the **Report Type** field.

8. Click the **New Orleans Med Unofficial** list item.
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 the go to ... drop-down list, and then click the **GO!** button, or click the Student Center link from the menu on the left of the screen.