

Appendix C: Unofficial Transcripts

This procedure is used to view and print Unofficial (UNOFF) transcripts

When accessing the Transcript Request component, click the Add a New Value link to create a new request. If you search for the transcript using the Transcript Request – Find an Existing Value page, you will be viewing a dated transcript.

Path: Records and Enrollment > Transcripts > Transcript Request

View a Transcript

Steps

1. Select the path as shown above.

The Transcript Request –Find an Existing Value page is displayed. Enter criteria to access a previously run transcript for a student. To run an up-to-date transcript, continue to step 2.

Transcript Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Report Request Nbr:	begins with	<input type="text"/>
ID:	begins with	<input type="text"/>
Academic Institution:	begins with	<input type="text"/>
Transcript Type:	begins with	<input type="text"/>
User ID:	begins with	<input type="text"/>
Request Date:	=	<input type="text"/>
Future Release:	=	<input type="text"/>
Term:	begins with	<input type="text"/>
Requested Print Date:	=	<input type="text"/>
First Name:	begins with	<input type="text"/>

Search Clear Basic Search Save Search Criteria

Find an Existing Value | **Add a New Value**

2. Click on the [Add a New Value](#) link or the **Add a New Value** tab.
The Request Header page appears.

Steps

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 09/18/2008 User ID: AC628PR

*Institution: AKRON The University of Akron

*Transcript Type: OFF The University of Akron

Freeze Record

Override Service Indicator

*Output Destination: Printer

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 09/18/2008

Request Reason: Student's Request

Cancel Request

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

Required fields are indicated by an asterisk before the field name.

3. For **Institution**, select or type **AKRON**.
4. Click on the down arrow at **Transcript Type** to view and select **UNOFF**.
5. Select ***Output Destination**:
Select **Page** or **Printer**.
Note: Selecting **Printer** will give you the option of indicating the number of copies you need on the Request Header page. This will produce the copies within Adobe Acrobat.
6. Click on the **Request Detail** folder tab.
The Request Detail page is displayed.

Steps

Request Header | Request Detail | **Report Results** | Report Errors

Report Request Nbr: 000000000 On Request **Process Request**
 Print

Transcript Type: OFF The University of Akron **Report Manager**

Seq Nbr	ID	Number of Copies
1	<input type="text"/>	1

Alt + 5 will bring up a lookup box.

Save Refresh Add Update/Display

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

7. Enter the appropriate ***ID**:
 Type an ID or select an ID from the Lookup List by pressing **Alt + 5** (five). On the Lookup ID page, type your criteria and then click **Lookup**.

Lookup ID

EmplID:

National ID:

Campus ID:

Last Name:

First Name:

Lookup Clear Cancel Basic Lookup

8. Enter the **Number of Copies**, if more than one for the same student.

Steps

Request Header
Request Detail
Report Results
Report Errors

Report Request Nbr: 000000000 On Request

Transcript Type: OFF The University of Akron

Process Request

Print

Report Manager

Find | View All
First 1 of 1 Last

Seq Nbr	ID	Number of Copies	+ -
1	1229982 Joseph Studento	1	<div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">+</div>

Send

Save

Refresh

Add

Update/Display

Request Header | Request Detail | Report Results | Report Errors

9. (Optional)

Optional: To run more than one transcript at a time, click the **Add a Row button** and repeat step 7.

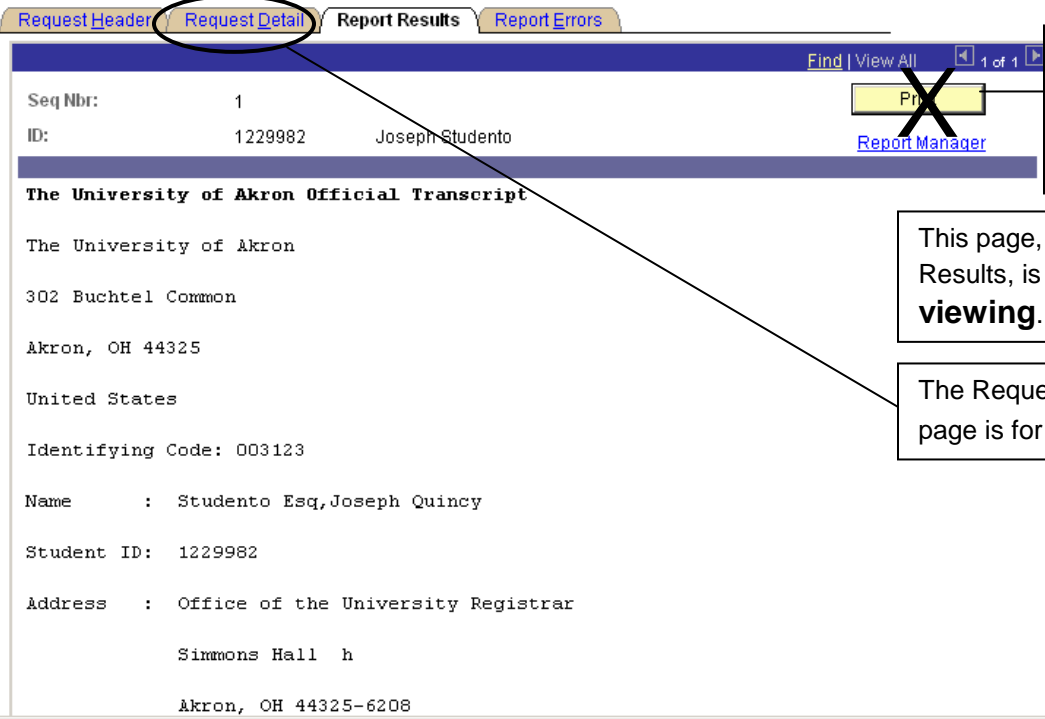
Note: If you continue to use the on the last row added, the transcripts will be printed in alphabetical order from the Request Detail page.

To delete a row, place the cursor in that row and click on that row's Delete a Row button . At the prompt, confirm the deletion by clicking on OK.

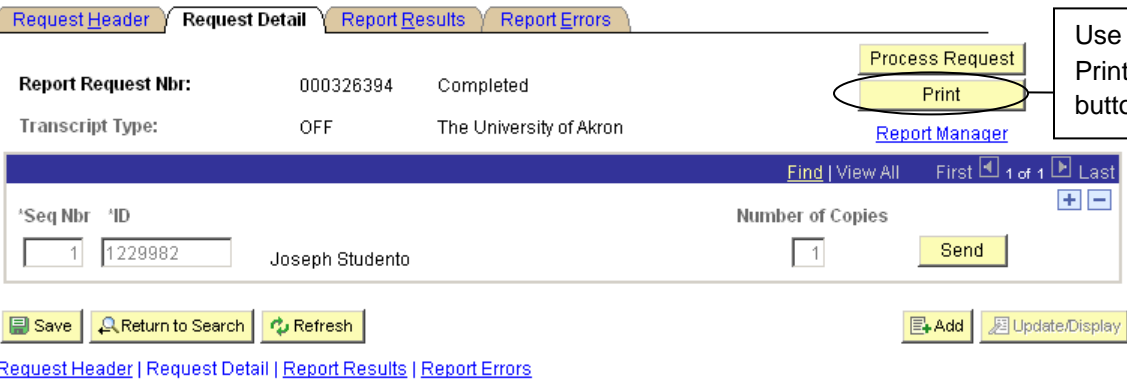
10. Click on the Process Request button.

The system processes the transcript request, and moves you to the **Report Results** page where you can view the transcript(s).

Print a Transcript

What you do	What happens/Notes
	<p>This is not the correct Print button.</p> <p>This page, Report Results, is for viewing.</p> <p>The Request Detail page is for printing.</p>

11. Click on the [Request Detail](#) tab.
The Request Detail page is displayed.

	<p>Use this Print button.</p>
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12. Click on the [Print](#) button.
Click the Print button on the Report Results page to send the transcript report to the Report Manager.

13. Click on the [Report Manager](#) link.
The Administration page of the Report Manager is displayed.

Steps

Steps

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | 1 of 1

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2808	3715	Transcript Print All	09/18/2008 3:34:26PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Transcript Request](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

14. If the report's status is not **Posted**, click on the button.

If you do not see your report or the status is not Posted, click until the report status is **Posted**, and the **View** link appears.

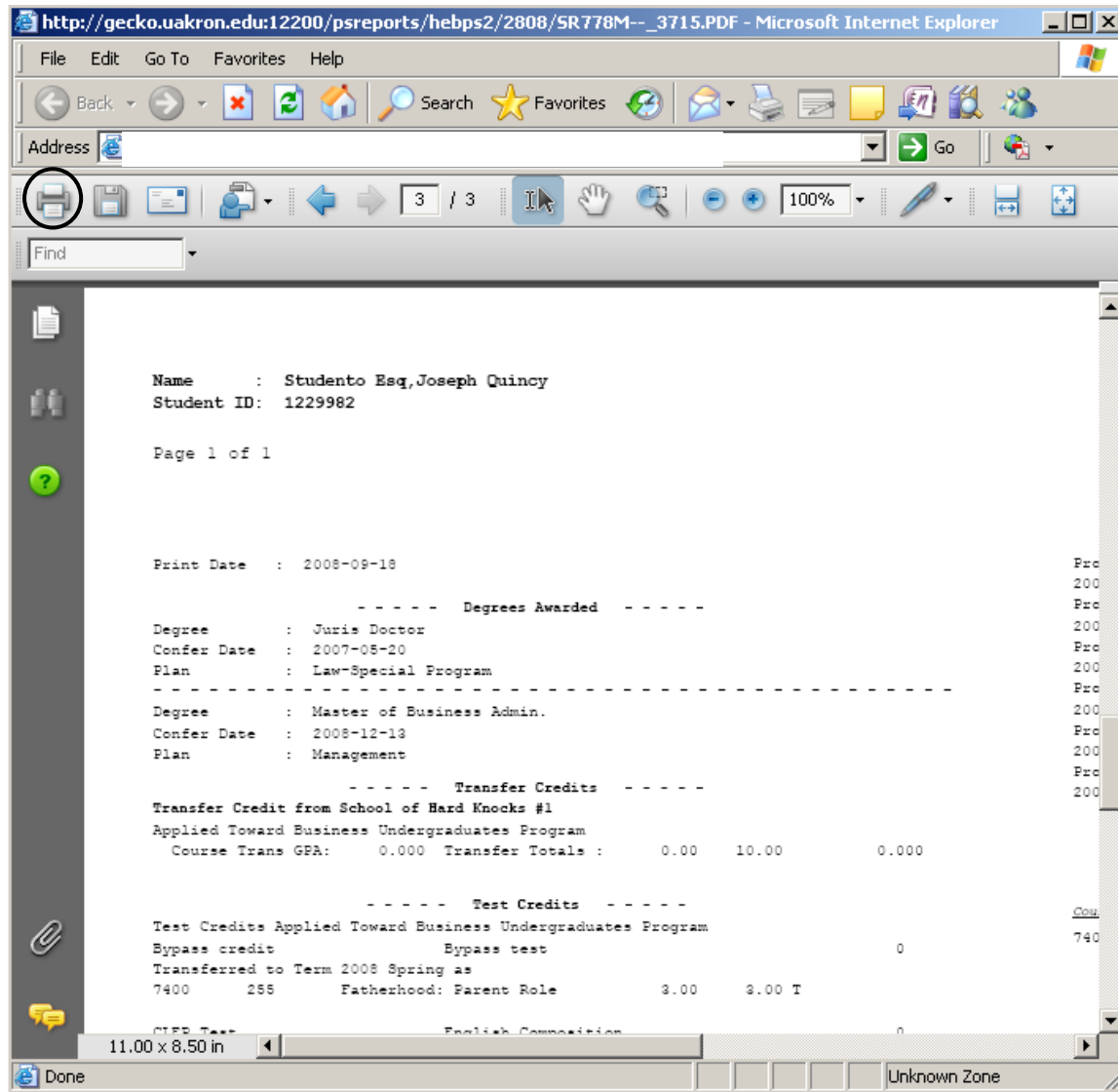
Note: The statuses you may see are:



Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

15. Click on the [Transcript Print All](#) link for the report.

The Transcript is displayed in an Adobe Reader window.

Steps



16. Click the printer button  .
The transcript is printed.
17. Click on the window's close button  .
The report window is closed
18. Click on the [Go back to Transcript Request](#) link.
The Transcript Request page is displayed.