

# Print Unofficial Transcripts

## Exercise 1: Processing a Transcript

1. Select the path:  
**Records and Enrollment > Transcripts > Transcript Request**  
 The Transcript Request – Find an Existing Value page displays.

**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 [ ]  
 ID: begins with [ ]  
 Academic Institution: begins with [ ]  
 Transcript Type: begins with [ ]  
 User ID: begins with [ ]  
 Request Date: = [ ] [ ]  
 Future Release: = [ ] [ ]  
 Term: begins with [ ]  
 Requested Print Date: = [ ] [ ]  
 First Name: begins with [ ]

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

2. Click on the **Add a New Value** tab.  
 The Request Header page displays.

Request Header Request Detail Report Results Report Errors

Report Request Nbr: 000000000 Request Date: 04/03/2014 User ID: AC628PR

\*Institution: AKRON The University of Akron  
 \*Transcript Type: UNOFF  
 Freeze Record  
 Override Service Indicator

\*Output Destination: Printer  
 Number of Copies: 1  
 Future Release: Normal Processing  
 Academic Career: [ ]  
 Term: [ ]  
 Print Date: 04/03/2014

Request Reason: Internal Use  
 Cancel Request

Save Refresh Add Update/Display

Request Header | Request Detail | Report Results | Report Errors

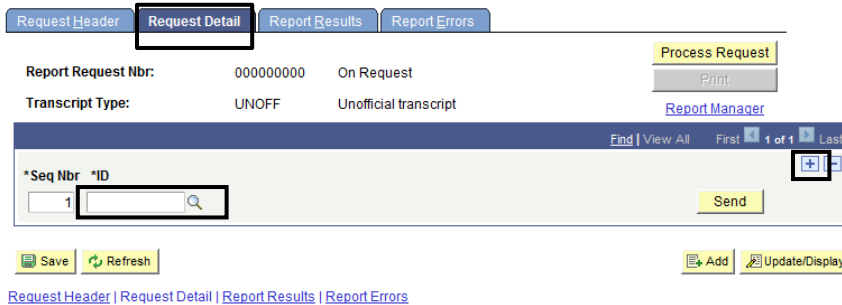
Required fields are indicated by an asterisk before the field name.

Although not marked as required, the Request Reason field **should be completed**.

3. **\*Institution** is AKRON.
4. **\*Transcript Type** is UNOFF.
5. **\*Output Destination** is Printer.

6. Select a **Request Reason** from the list at the down arrow

7. Click on the Request Detail tab.  
The Request Detail page displays.

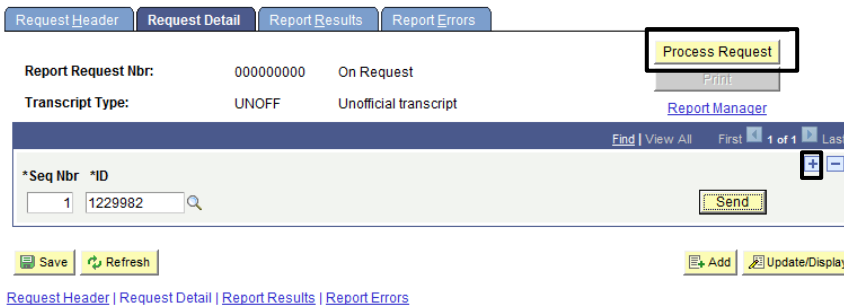


8. Enter the appropriate student **\*ID**.  
In this example, the ID is 1229982.

9. **OPTIONAL:** To run more than one student’s transcript at a time, click the **Add a Row button** and repeat step 8.

**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, when all of the student IDs are entered.  
The system processes the transcript request(s) and moves the display to the **Report Results** page for a view of the transcript(s).

Do not print from the Report Results page. The Report Results page is for viewing.

11. To view other requested transcripts, remain on the Report Results page and use the previous and next buttons in the View tools on the Report Results page.

## Exercise 2: Printing a Transcript

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

Find | View All | 1 of 1

Seq Nbr: 1  
 ID: 1229982 Josephine Student

Unofficial transcript-Do Not Distribute

The University of Akron  
 302 Buchtel Common  
 Akron, OH 44325  
 United States  
 Identifying Code: 003123  
 Name : Student, Josephine P  
 Student ID: 1229982

This is not the correct Print button.

This page, Report Results, is for viewing only.

1. Click on the Request Detail tab.  
 The Request Detail page displays.

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

Process Request  
 Print

Report Request Nbr: 000822502 Completed  
 Transcript Type: UNOFF Unofficial transcript

Report Manager

*Seq Nbr	*ID	Number of Copies
1	1229982 Josephine Student	1

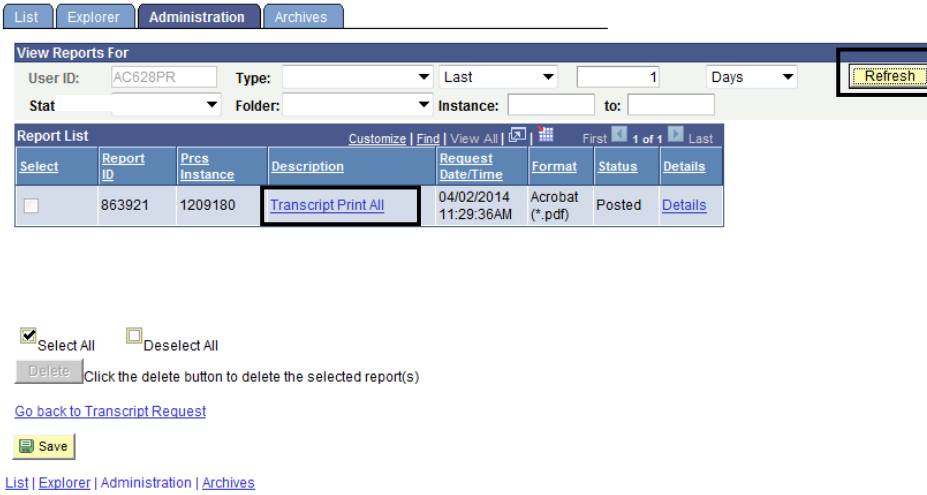
Send

Save | Return to Search | Refresh | Add | Update/Display

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

2. On the Request Detail page, click on the Print button to send the transcript report to the Report Manager.

- Click on the Report Manager link.  
The Administration page of the Report Manager displays.



- If you do not see your report or the status is not Posted, click Refresh until the report status is **Posted**, and the Transcript Print All link displays.

**Note:** The statuses you may see are:

<b>N/A</b>	The server has not reviewed your report request, yet.
<b>Scheduled</b>	The process was added to the report request.
<b>Processing</b>	Process Scheduler has initiated the program and is running the process.
<b>Generated</b>	The report has finished processing and all files are available for transferring.
<b>Posting</b>	The report is in the process of being transferred to your Report Manager.
<b>Posted</b>	The report has posted to your Report Manager and is ready to be viewed.

- Click on the Transcript Print All link.  
A separate Adobe Reader window opens with the transcript(s) displayed.

**Name :** Student, Josephine P  
**Student ID:** 122992

**Unofficial transcript-Do Not Distribute**

Page 1 of 1

Print Date : 2014-04-02  
 Number of last 32 academic hours per Dean Kelly  
 Requested by : Pamela Koblavac

----- Academic Program History -----


Program	Term	Class	Section	Section	Section	Section	Section
1998-01-01	Application						
2001-04-20	Active in Program						
2002-04-15	Active in Program						
2003-04-24	Active in Program						
2004-01-01	Active in Program						
2005-04-03	Completed						
2005-08-04	Active in Program						
2002-01-01	Active in Program						
2003-01-01	Active in Program						
2007-12-17	Active in Program						
2010-08-23	Active in Program						
2012-08-24	Active in Program						
2011-07-17	Active in Program						
2011-07-19	Active in Program						


----- Register of Undergraduate Record -----

Term	Class	Section	Section	Section	Section	Section	Section
2002 Spring	201	201	Antig International in Business	3.00	0.00	WD	0.000
TERM GPA :		0.000	TERM TOTALS :		0.00	0.00	0.000
GM GPA :		0.000	GM TOTALS :		0.00	0.00	0.000
2003 Spring	100	100	UK Study Abroad	0.00	0.00	CR	0.000
TERM GPA :		0.000	TERM TOTALS :		0.00	0.00	0.000
GM GPA :		0.000	GM TOTALS :		0.00	0.00	0.000

----- End of Transcript -----

----- Undergraduate Career Totals -----  
 GM GPA : 0.000 GM TOTALS : 0.00 0.00 0.000  
 Multiple Matriculation Programs

6. Hover the mouse pointer at the bottom of the Adobe Reader window.  
The Adobe toolbar displays.
7. Click the printer button  and, then, click on Print.  
The transcript(s) print.
8. Close the Adobe Reader window.  
The Report Manager page displays.
9. At the bottom of the page, click on the [Go back to Transcript Request](#) link.  
The Transcript Request page displays.
10. OPTIONAL: To process additional transcripts, click on the Request Header tab.  
The Request Header page displays.  
The fields will be inactive (grayed out) and inaccessible.

11. OPTIONAL: On the Request Header page, click on the Add button  .

The fields are cleared and available for entering a new transcript request.

Return to step 3 on page 69.