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.

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

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

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

2. On the Request Detail page, click on the Print button to send the transcript report to the Report Manager.
3. Click on the Report Manager link.
The Administration page of the Report Manager displays.

4. 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:

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

5. Click on the Transcript Print All link.
A separate Adobe Reader window opens with the transcript(s) displayed.
6. Hover the mouse pointer at the bottom of the Adobe Reader window. The Adobe toolbar displays.

7. Click the printer button ![printer](image) and, then, click on Print. The transcript(s) print.


9. At the bottom of the page, click on the [Go back to Transcript Request](link) 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 \( \text{Add} \). The fields are cleared and available for entering a new transcript request.

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