Begin by signing into Peoplesoft as you normally do.

From the main menu list, click “Self Service” then “Advisor Center”.

Select “My Advisees”.

Locate the student you want and click “View Student Details”.

From the dropdown box under “Academics”, select “Transcript: View Unofficial” and click the “>>” button.
Under **Report Type** select **“ACADEMIC RECORD”** and click the **“View Report”** button.

**PLEASE NOTE:** The record will open in a new window or tab in your internet browser. **You MUST have Pop-Ups enabled.**

The Academic Record displayed can be printed or downloaded.