Begin by signing into Peoplesoft as you normally do.

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

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.