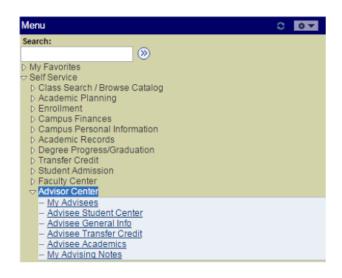
Viewing an Academic Record

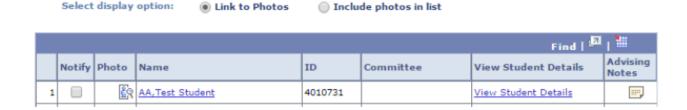


Begin by signing into Peoplesoft as you normally do.

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

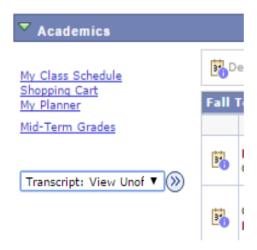
Select "My Advisees".

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.

Advisee Unofficial Transcript Test Student AA Choose an institution and report type and press View Report **this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place** Academic Institution Report Type ACADEMIC RECORD View report

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.

