Unofficial Transcript (Multiple)

On occasion, you may need to run unofficial transcripts for multiple students. These instructions will guide you in this process.

1.	Navigate to **Records and Enrollment > Transcripts > Request Transcript**
2.	The search page opens. • Click the **Add a New Value** tab
3.	On the **Transcript Request Header** tab, • Select *UNOFF* for **Transcript type** • Click the **Transcript Request Detail** tab
4.	In the ***ID** column enter the *CSUB ID* of the desired student or use the 🔍 icon to search for the student. You can use the ➕ and ➖ button to add or remove students from this request.
5.	After adding your desired student(s), click the **Process Request** button
6.	Click the **Print** button.
7.	If you would like to view the transcripts individually, • Click the **View Report** link beside the desired student. Your report will open in a new tab or window, so be sure you disable our pop-up blockers.

8.	If you would like to view transcripts for all your desired students as one document, • The **Report Manager** link

Report Request Nbr:	000549257	Completed		Process Request
Transcript Type:	UNOFF	Unofficial Transcript		Print
				Report Manager

Find | View All | First 1-2 of 2 Last

*Seq Nbr	*ID	Name	Number of Copies		
1	000	Ima Student	1	Send To	View Report
2	900	George Washington	1	Send To	View Report

9.	On the Process Monitor page, • Click **Refresh** repeatedly, until the **Status** displays *Posted*. • Click the **SSR_TSRPT – SSR TSRPT.pdf** link to view the transcripts for your student(s).

Report List Customize | Find | View All | First 1-4 of 4 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	60850	541504	SSR_TSRPT - SSR_TSRPT.pdf	05/22/2012 1:33:01PM	Acrobat (*.pdf)	Posted	Details
☐	60848	541504	Transcript Request Print	05/22/2012 1:32:40PM	Acrobat (*.pdf)	Posted	Details
☐	60845	541502	SSR_TSRPT - SSR_TSRPT.pdf	05/22/2012 1:29:00PM	Acrobat (*.pdf)	Posted	Details
☐	60843	541502	Transcript Request Print	05/22/2012 1:28:36PM	Acrobat (*.pdf)	Posted	Details

10.	The unofficial transcript(s) open(s) in a new window or tab, so make sure you disable your pop-up blockers.