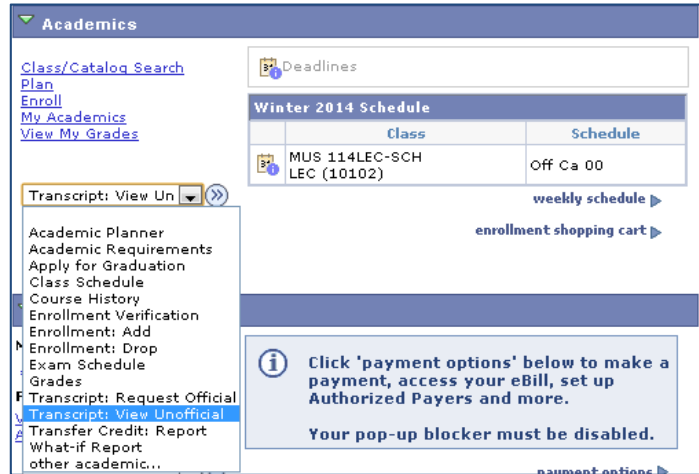




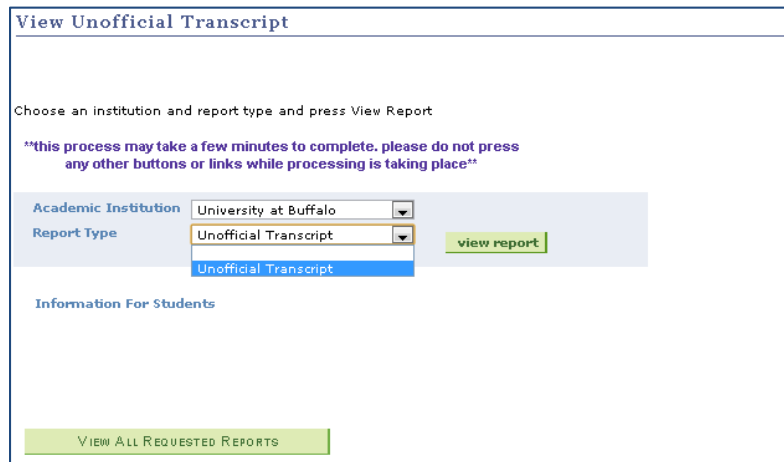
# Using the Student Center: Request an Unofficial Transcript

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to request an official transcript.

In the Academic group box, click on the other academic... pull down menu and click on **Transcript: View Unofficial**, then click the Go Button >>

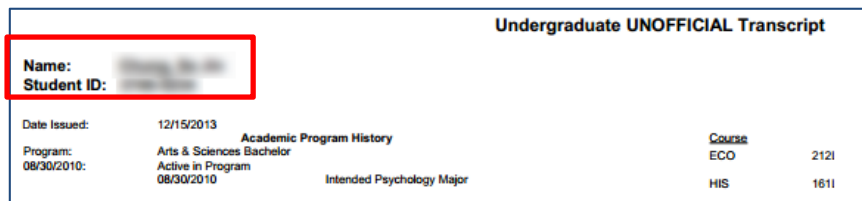


You will next have to select the Report type by selecting, "Unofficial Transcript". Click "View Report" when you are done.



At this point, a new window with a PDF will open. This new window will have your unofficial transcript. You can:

- 1) Check your name as UB has it listed in its official record
- 2) Print the document
- 3) Email the document to someone else



If a new window with the PDF DOES NOT open, you will get the following screen:

**View Unofficial Transcript**

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**Previous Requests**

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
<a href="#">view report</a>	12/15/2013	Unofficial Transcript	UBFLO	UB_QAT_STUDENT5	Immediate Processing	12/15/2013

Click the “View Report” to get to see your unofficial transcript in PDF format that opens in a new window.

This concludes this tutorial.