



# Generate Unofficial Transcripts

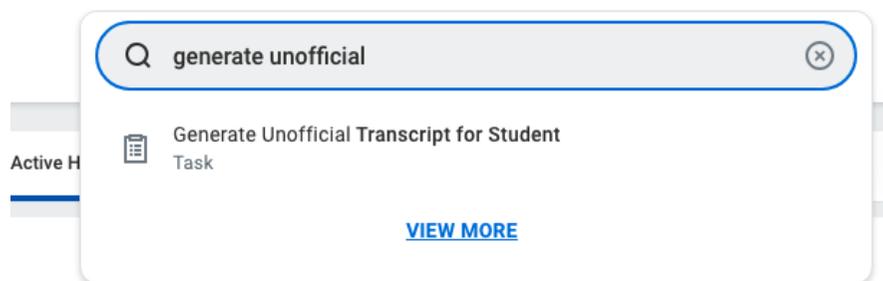
## Overview

This guide will walk you through how to access a student's **unofficial transcript**.

**NOTE:** Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

## Process

1. From the **Workday Homepage**, begin typing “Generate Unofficial Transcript for Student” into the Universal Search bar and select the appropriate task.



2. Enter the student's name in the *Student* prompt. “*Santa Clara University*” will automatically populate the *Institution* prompt. Select *Confirm*, and press **OK**.

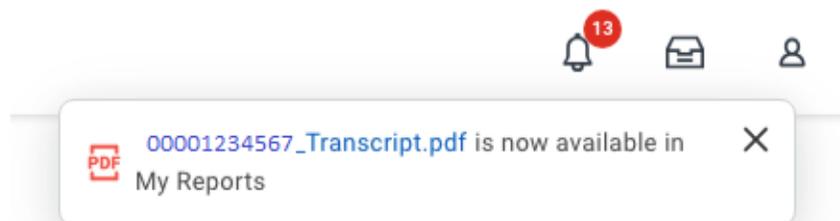
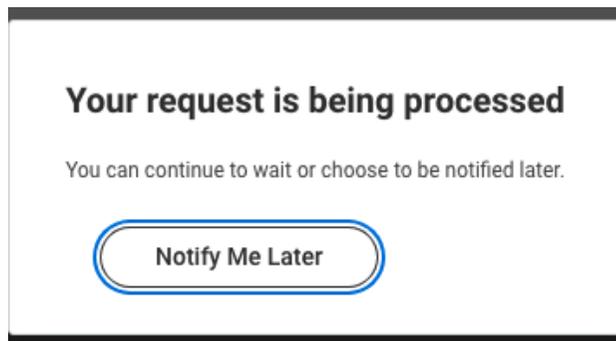
A screenshot of a dialog box titled "Generate Unofficial Transcript for Student". The dialog box has a close button (X) in the top right corner. It contains three input fields: "Student \*", "Institution \*", and "Confirm \*". The "Student" and "Institution" fields are dropdown menus with a list icon on the right. The "Confirm" field is a checkbox. At the bottom of the dialog box, there are two buttons: "OK" (orange) and "Cancel" (white with a grey border).



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3. Workday will generate the transcript. This might take a few minutes.

- You can choose to wait for the transcript to load, or choose **Notify Me Later** and you will receive a notification via Workday (the bell icon) when the transcript is ready to view.



Click on the link to view the transcript.