



Generate Unofficial Transcripts

Overview

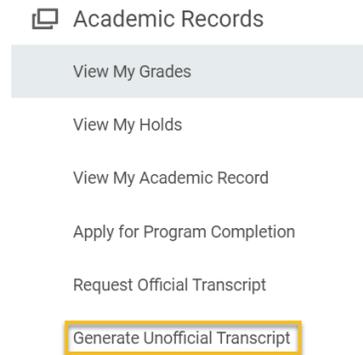
This guide will walk you through how to access your unofficial transcript.

Process

1. From the **Workday Homepage**, click the **Academics App** icon.



2. On the Academics Dashboard under the *Academic Records* area, click **More(3)** and then **Generate Unofficial Transcript**.



3. On the **Generate Unofficial Transcript** screen, check the confirmation box and click **OK**.

Generate Unofficial Transcript

Student *

Confirm *

OK Cancel

4. Once the task completes, you will be able to view your unofficial transcript. You can also select to get notified once the task is complete.

Your request is being processed

You can continue to wait or choose to be notified later.

Notify Me Later

5. Click on the notification icon in the top right corner.
6. Here you will find a message with a link to the unofficial transcript PDF document.

