

## **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**.

| Academic Records               |
|--------------------------------|
| View My Grades                 |
| View My Holds                  |
| View My Academic Record        |
| Apply for Program Completion   |
| Request Official Transcript    |
| 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.

| Notifications  |   |  |
|--|---|--|
| Viewing: All  Vi |   |  |
| Document Available   | 00001539436_Transcript.pdf is now available in My Reports |  |
| 13 second(s) ano   | Details 00001539436_Transcript.pdf                        |  |
| -<br>1) -  | Details   |  |