Step-by-Step

How Students Run a Transcript from the Student Center

1. Sign into Ulink

![Sign into Ulink](image1)

2. Select Student Services Tab

![Select Student Services Tab](image2)

3. Scroll down and Select View my Unofficial Transcript

![Scroll down and Select View my Unofficial Transcript](image3)
1. Select Unofficial Transcript as Report Type

2. Read information about Pop-up Blocker and follow instructions

3. Select “View Report” (you will know it is processing if you see a spinning wheel in the upper right corner of the page)