**UNIVERSITY OF**
**LOUISVILLE.**

Step-by-Step

# How to Pull an Unofficial Transcript

1. Log in to PeopleSoft and navigate to Request Transcript Report (Records and Enrollment > Transcripts > Request Transcript Report).

2. Select the "Add a New Value" tab.

**Request Transcript Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

3. Change the Transcript Type to UTALL then select the Transcript Request Detail tab.
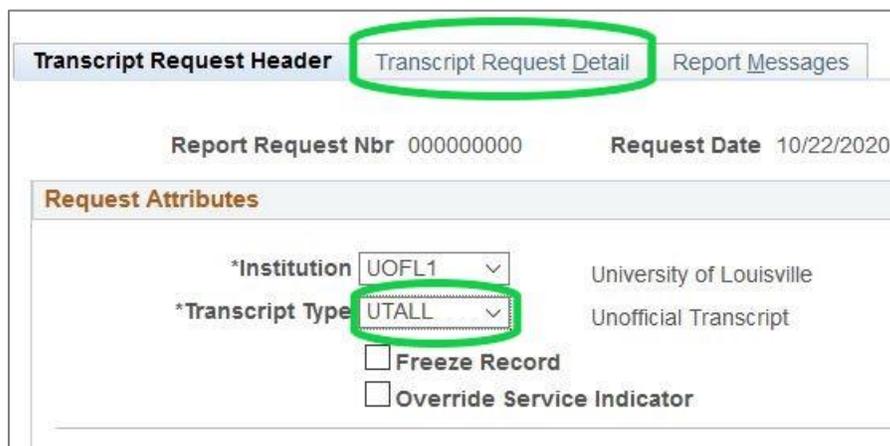
Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr 000000000     Request Date 10/22/2020

**Request Attributes**

*Institution UOFL1    University of Louisville

*Transcript Type UTALL    Unofficial Transcript

☐ Freeze Record
☐ Override Service Indicator

4. Enter the Student ID# then select "Process Request".
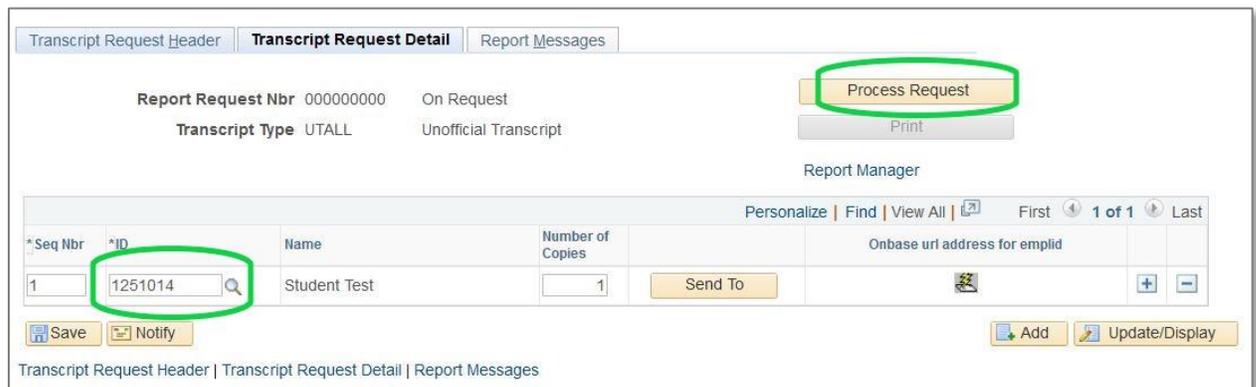
Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr 000000000   On Request      Process Request

Transcript Type UTALL    Unofficial Transcript      Print

Report Manager

Personalize | Find | View All |   First ◀ 1 of 1 ▶ Last

| *Seq Nbr | *ID | Name | Number of Copies | | Onbase url address for emplid | | |
|---|---|---|---|---|---|---|---|
| 1 | 1251014 🔍 | Student Test | 1 | Send To | 🏃 | + | − |

🖫 Save   ✉ Notify      🛒 Add   🔄 Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

5. Select View Report to download and open the PDF.