

## 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.

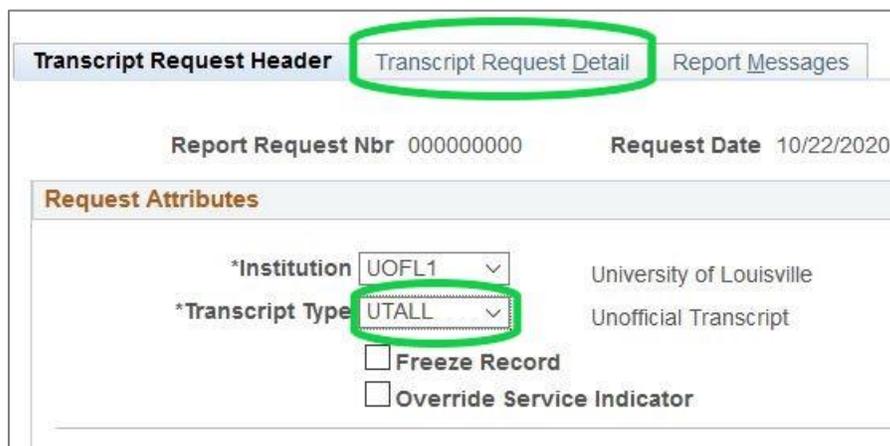


**Request Transcript Report**

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**

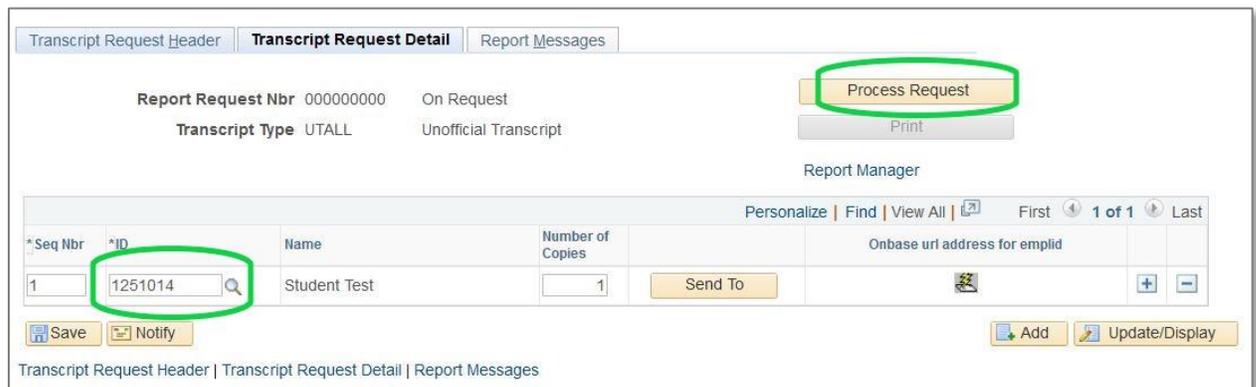
\*Institution UOFL1 University of Louisville

\*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

Transcript Type UTALL Unofficial Transcript

**Process Request**

Print

Report Manager

*Seq Nbr	*ID	Name	Number of Copies	Onbase url address for emplid
1	1251014	Student Test	1	

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

Save Notify Send To Add Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

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

The screenshot shows a web application interface for 'Transcript Request Detail'. At the top, there are three tabs: 'Transcript Request Header', 'Transcript Request Detail' (which is active), and 'Report Messages'. Below the tabs, there are two rows of information: 'Report Request Nbr 004684190' with status 'Completed', and 'Transcript Type UTALL' with status 'Unofficial Transcript'. To the right of this information are two buttons: 'Process Request' and 'Print'. Below these is a 'Report Manager' section. It includes a table with columns: '\*Seq Nbr', '\*ID', 'Name', 'Number of Copies', 'Send To', 'View Report', and 'Onbase url address for emplid'. The first row of the table contains the values: '1', '1251014', 'Student Test', '1', a 'Send To' button, a 'View Report' button (circled in green), and an empty field. Above the table, there are navigation options: 'Personalize | Find | View All | First 1 of 1 Last'. Below the table, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. At the bottom, there is a breadcrumb trail: 'Transcript Request Header | Transcript Request Detail | Report Messages'.