

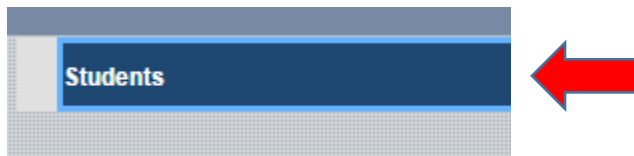
Accessing your Unofficial Transcript in WebAdvisor/Self Service:

-Log into WebAdvisor. Your login credentials are:

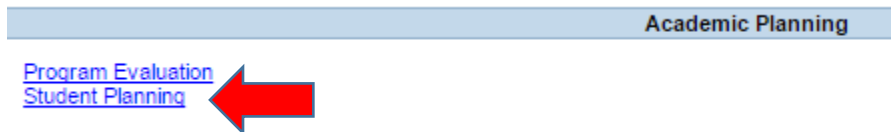
Username: first initial + last name + last 3 digits of your Colleague ID

Example John Doe with Colleague ID 1234567 = username jdoe567

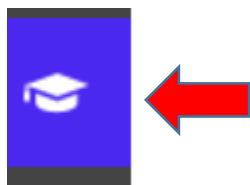
-Once logged in, select Students from the right hand side menu



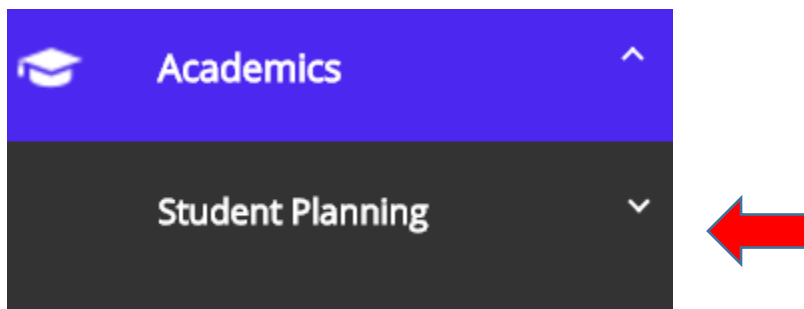
-Select Student Planning under the Academic Planning section



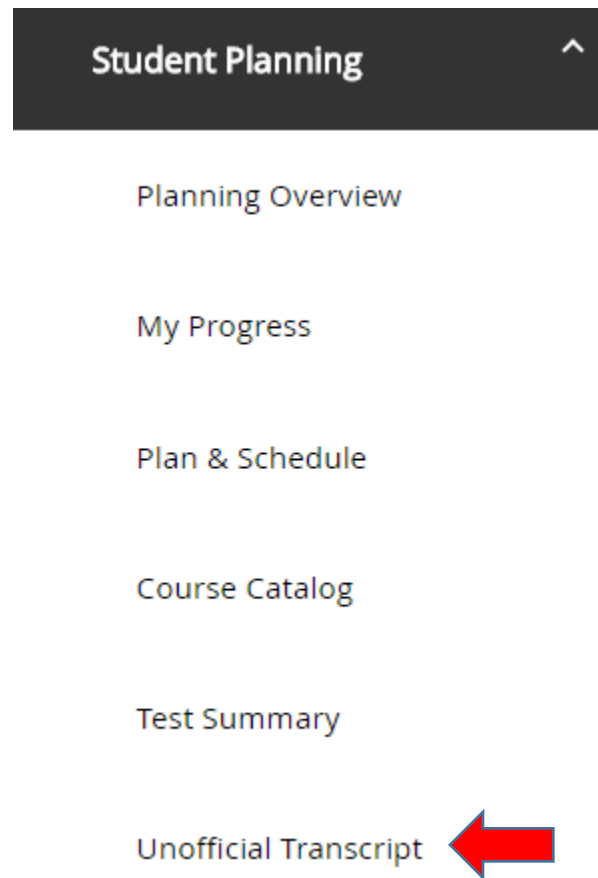
-Click the cap icon on the left side



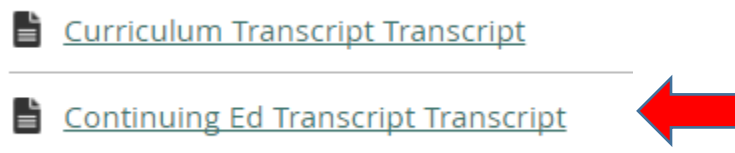
-Click Student Planning



-Click Unofficial Transcript



-Click Continuing Ed Transcript Transcript



-Depending on your browser settings, this will either display or download the unofficial transcript as a PDF