

How to View an Unofficial Transcript Using My Ben U

View an Unofficial Transcript

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Self Service”. The Self Service page will open.
2. a. On the Self Service page, select the “Student Center” link. Your Student Center homepage will open. NOTE: Not all students will see the “Student Center” link.
b. For those who do not have the “Student Center” link on the Self Service page, select the “View Unofficial Transcript” link located under the “Academic Records” header link on the Self Service page. The View Unofficial Transcript page will open. [NOTE: Skip step 3].
3. On your Student Center homepage, in the dropdown box below the “My Academics” link under the “Academics” header, use the down arrow to select “Transcript: View Unofficial” and click on the blue double-arrow “go” button. The View Unofficial Transcript page will open.
4. On the View Unofficial Transcript page, use the down arrow to select a “Report Type” of “Unofficial Transcript” and click on the “go” button. The Report Results page will open.
5. The unofficial transcript is displayed on the Report Results page. This page may be printed using the print icon on the browser toolbar.