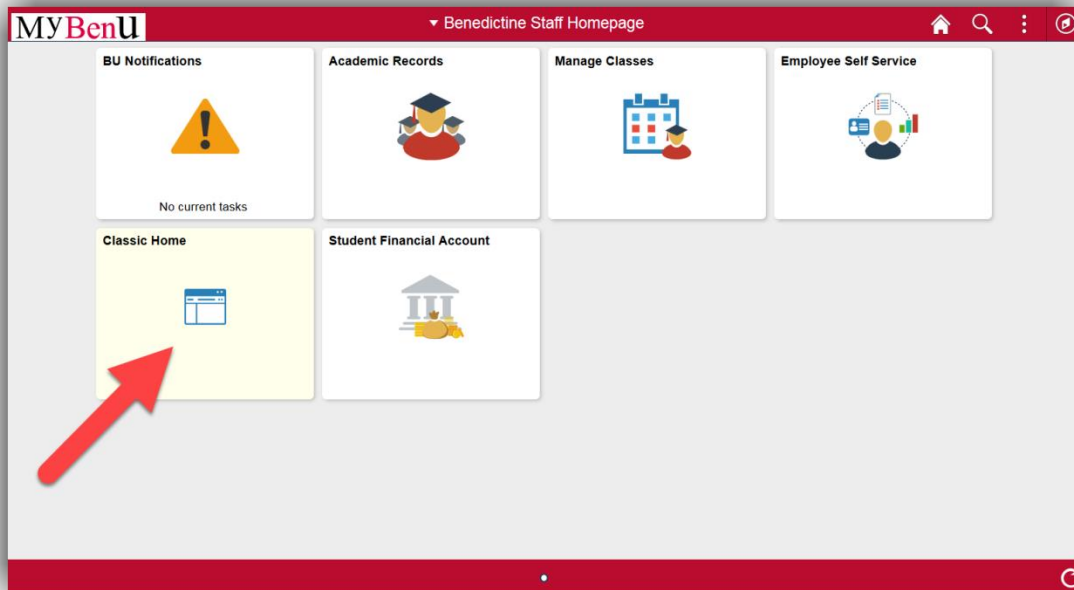
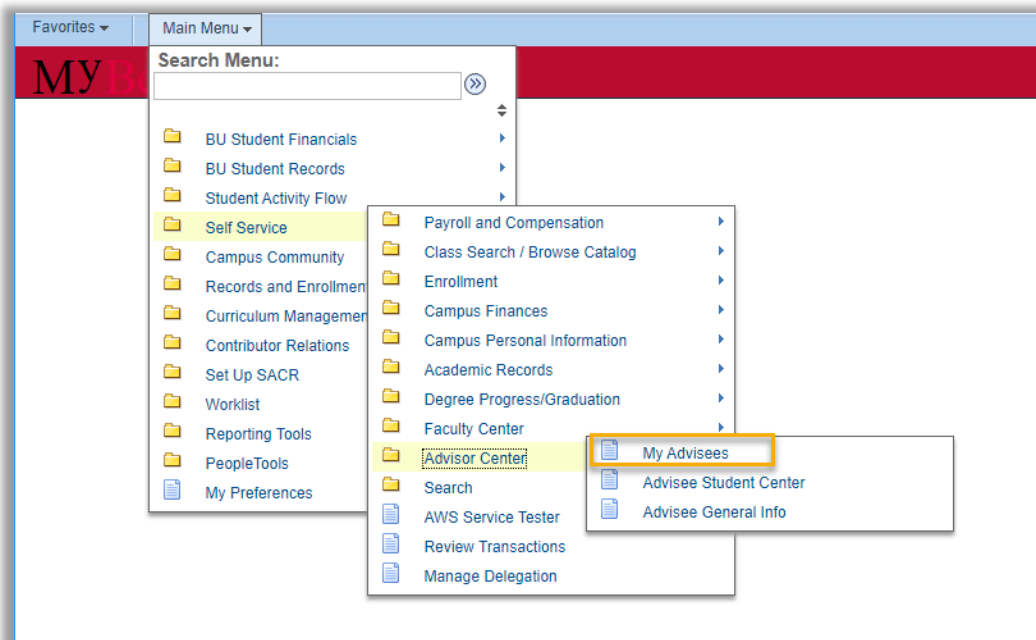


To View a Student's Unofficial Transcript

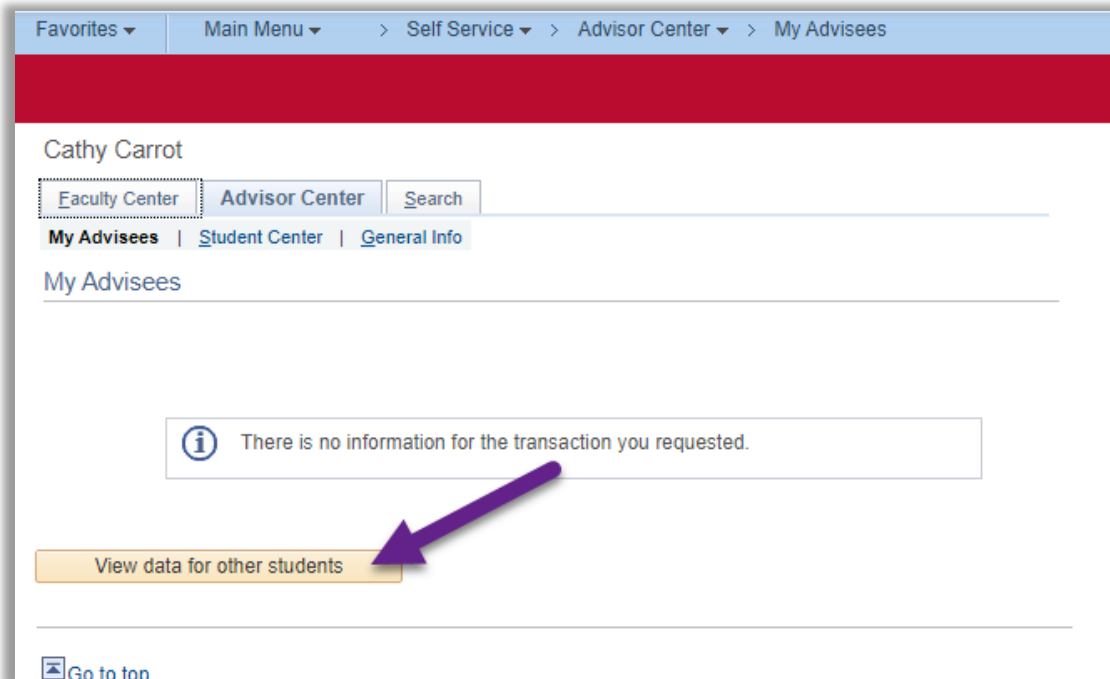
1. Click on **Classic Home**



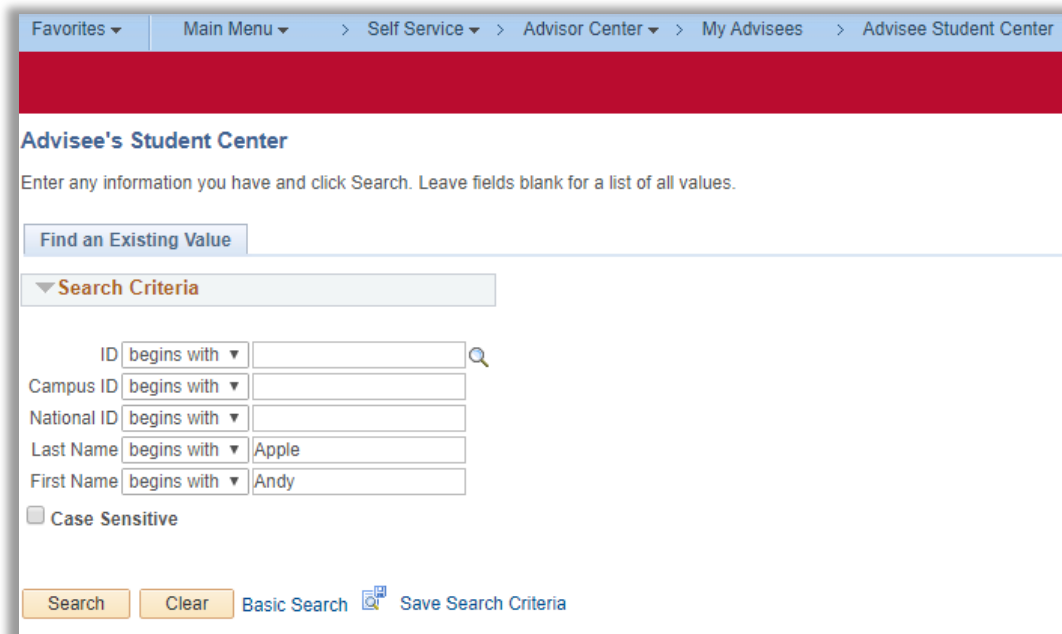
2. Click on **Self Service > Advisor Center > My Advisees**



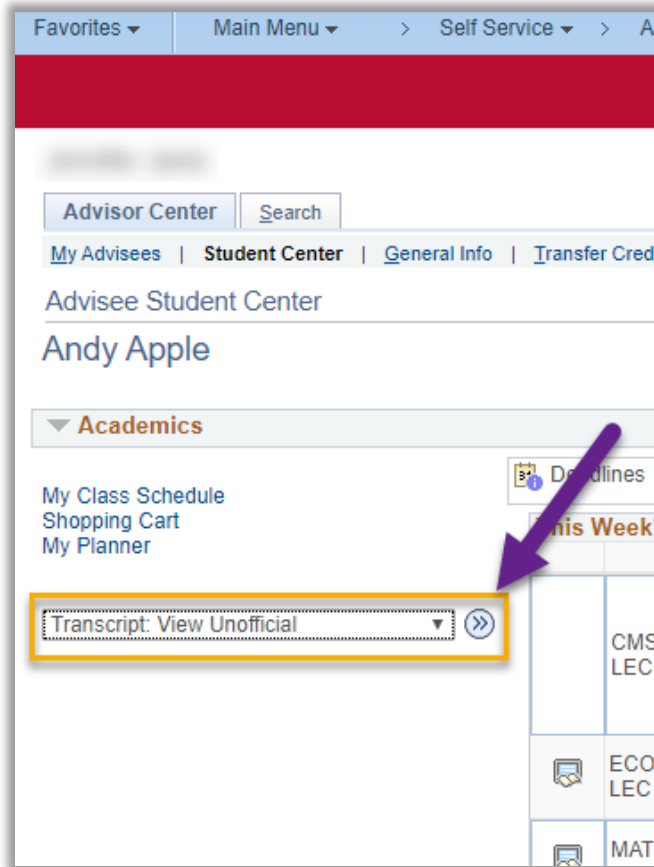
3. Select a student displayed on this page using the “**View Student Details**” link corresponding to that student **OR** click on the “**View Data for Other Students**” button which allows one to access all students in the system. [NOTE: If one clicks on the “**View Data for Other Students**” button, the **Advisee’s Student Center** search page will open where one can search using last and first name].



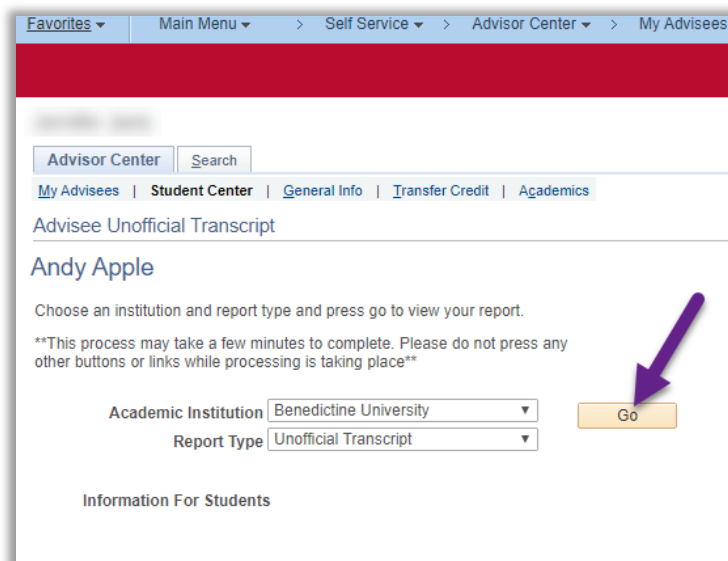
4. The **Advisee’s Student Center** search page will open where one can search using last and first name.



5. Upon selection of the student, that student's **Advising Center** page will open. Select the dropdown menu to "Transcript: View Unofficial", using the drop down arrow next to the "Other Academic..." box [located under the "**Academics**" header] and then click the double-arrow "Go" button.



6. Select the dropdown menu **Report Type** to "Unofficial Transcript" and click **Go**



7. The **Report Results** page will open and the unofficial transcript will be displayed.

The screenshot shows a web interface with a navigation bar at the top containing 'Favorites', 'Main Menu', 'Self Service', 'Advisor Center', and 'My Advisees'. Below the navigation bar is a red header. The main content area is titled 'Report Results' and includes a 'Return' link. The report is for an 'Undergraduate UNOFFICIAL Academic Record' at 'Benedictine University', located at '5700 College Road, Lisle, IL 605320900, United States'. Personal information is listed as follows: Name: [REDACTED], Student ID: [REDACTED], SSN: [REDACTED], and Address: [REDACTED] [REDACTED] [REDACTED], United States. The print date is '2019-10-02'. At the bottom, there is a section for 'Transfer Credits' indicated by dashed lines.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Advisor Center ▾ > My Advisees

Report Results

[Return](#)

Undergraduate UNOFFICIAL Academic Record

Benedictine University

5700 College Road

Lisle, IL 605320900

United States

Name : [REDACTED]

Student ID: [REDACTED]

SSN : [REDACTED]

Address : [REDACTED]
[REDACTED]
[REDACTED]
United States

Print Date : 2019-10-02

- - - - - Transfer Credits - - - - -