View Advisee Unofficial Transcript

The Unofficial Transcript includes: term history in chronological order with term and cumulative statistics, transfer credits and college or school equivalencies, and test results. Advisors may view, print, and save in .pdf file format the Unofficial Transcript of any student.

Note: Prior to commencing this procedure, set the browser to allow pop-ups.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://cnyeptst.cunyfirst.cuny.edu in your browser's address bar: • Enter your Username and Password and click the ⏩ **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Advisor Center > Advisee Student Center***.
3.	**Advisee's Student Center** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ID: begins with ▼ [　　　] 🔍 Campus ID: begins with ▼ [　　　] National ID: begins with ▼ [　　　] Last Name: begins with ▼ [Last Name] First Name: begins with ▼ [　　　] ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria On the **Advisee's Student Center** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.
4.	Click the **Search** button.
5.	**Search Results** View All	First ◀ 1-20 of 20 ▶ Last 	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	 (rows) ####### Last, First Name Female ##/## (blank) ****#### USA SSN Last Name First Name If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee's row.

6.	**Advisee Student Center**
	Name
	*Change Advisee Name [▼] [change]
	▼ **Academics**
	My Class Schedule (i) You are not enrolled in classes.
	Shopping Cart
	My Planner
	[Transcript: View Un ▼] (»)
	In the **Academics** section, click the [▼] **other academic…** dropdown box icon and select **Transcript: View Unofficial**; and then click the (») **Go** icon. *Note: Advisors may prefer to select Course History as it quickly displays a sortable grid of all courses a student has previously taken (including transfer or test credit) with units and grade.*
7.	**Advisee Unofficial Transcript**
	Name
	Choose an institution and report type and press View Report
	this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place
	Academic Institution [Queens College ▼]
	Report Type [STUDENT UNOFFICIAL TRAN ▼] [view report]
	This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website.
	[VIEW ALL REQUESTED REPORTS]
	On the **Advisee Unofficial Transcript** page, click the **Academic Institution** [▼] dropdown box icon; and then select the correct college or school.
8.	Click the **Report Type** [▼] dropdown box icon; and then select **STUDENT UNOFFICIAL TRANSCRIPT**.
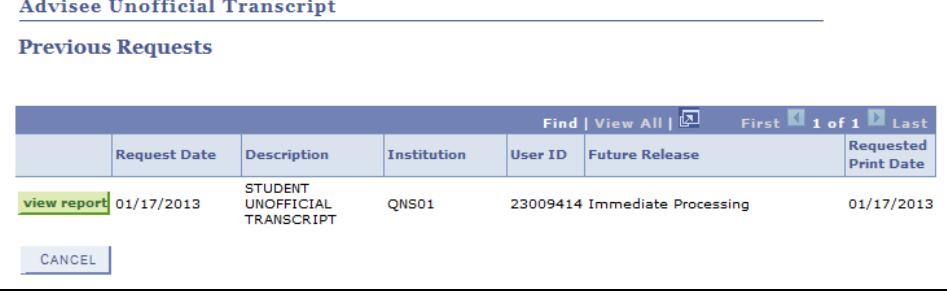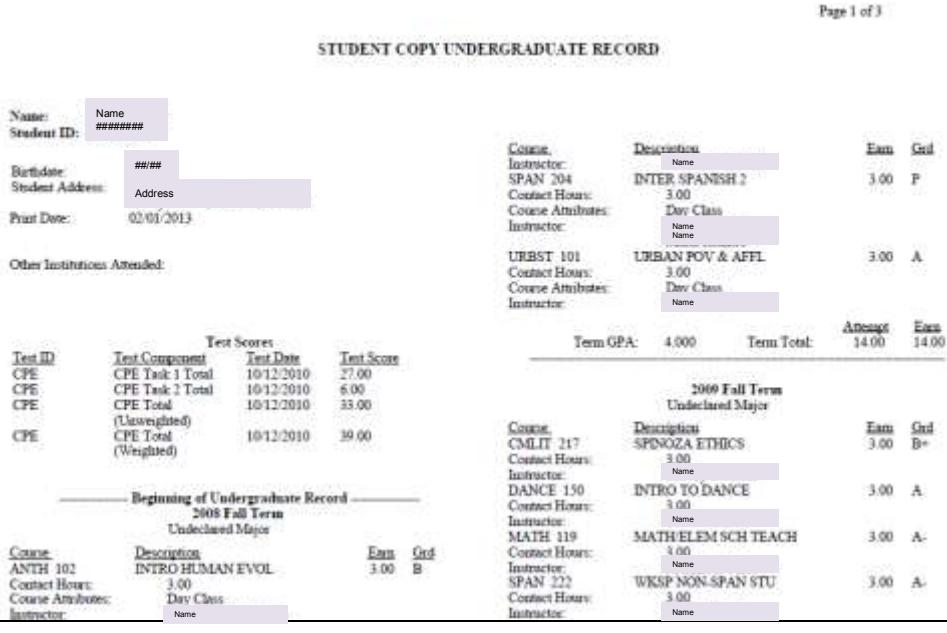
9.	Click the **view report** button. **Note: Do not press any other buttons or links while processing is taking place.**
10.	**Advisee Unofficial Transcript** **Previous Requests** Find | View All | 🔲 First ◀ **1 of 1** ▶ Last |	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
---	---	---	---	---	---	---
view report	01/17/2013	STUDENT UNOFFICIAL TRANSCRIPT	QNS01	23009414	Immediate Processing	01/17/2013	 CANCEL The **Previous Requests** page displays on which no action is required.
11.	 The student's **Unofficial Transcript** will pop-up in .pdf file format to view, print or save.
	End of Procedure.