








## 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 <a href="https://cnyeptst.cunyfirst.cuny.edu">https://cnyeptst.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"><li>Enter your Username and Password and click the  Go icon.</li><li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li></ul>																																																																																
2.	Navigate to: <b><u>Self Service &gt; Advisor Center &gt; Advisee Student Center.</u></b>																																																																																
3.	<div><h3>Advisee's Student Center</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><b>Find an Existing Value</b></p><p>ID: <input type="text"/> begins with <input type="text"/> </p><p>Campus ID: <input type="text"/> begins with <input type="text"/></p><p>National ID: <input type="text"/> begins with <input type="text"/></p><p>Last Name: <input type="text"/> begins with <input type="text"/> Last Name</p><p>First Name: <input type="text"/> begins with <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p><p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p></div> <p>On the <b>Advisee's Student Center</b> page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.</p>																																																																																
4.	Click the <b>Search</b> button.																																																																																
5.	<div><h3>Search Results</h3><table><tr><th>ID</th><th>Name</th><th>Gender</th><th>Date of Birth</th><th>Campus ID</th><th>National ID</th><th>National ID Country</th><th>RIS Short Description</th><th>Last Name</th><th>First Name</th></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Male</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SS</td><td>Last Name</td><td>First Name</td></tr></table></div> <p>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.</p>	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	RIS Short Description	Last Name	First Name	#####	Last, First Name	Female	###	(blank)	#####	USA	SS	Last Name	First Name	#####	Last, First Name	Female	###	(blank)	#####	USA	SS	Last Name	First Name	#####	Last, First Name	Female	###	(blank)	#####	USA	SS	Last Name	First Name	#####	Last, First Name	Female	###	(blank)	#####	USA	SS	Last Name	First Name	#####	Last, First Name	Female	###	(blank)	#####	USA	SS	Last Name	First Name	#####	Last, First Name	Male	###	(blank)	#####	USA	SS	Last Name	First Name	#####	Last, First Name	Female	###	(blank)	#####	USA	SS	Last Name	First Name
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6.	<div data-bbox="397 245 1356 760"> <h3>Advisee Student Center</h3> <div>Name</div> <div>*Change Advisee <div>Name</div> <div>change</div></div> <div> <div>Academics</div> <div> <a href="#">My Class Schedule</a>  <a href="#">Shopping Cart</a>  <a href="#">My Planner</a> </div> <div> <i>i</i> You are not enrolled in classes.         </div> <div> <div>Transcript: View Un</div> <div>»</div> </div> </div> </div> <p>In the <b>Academics</b> section, click the  <b>other academic...</b> dropdown box icon and select <b>Transcript: View Unofficial</b>; and then click the  <b>Go</b> icon.</p> <p><b>Note:</b> Advisors may prefer to select <b>Course History</b> as it quickly displays a sortable grid of all courses a student has previously taken (including transfer or test credit) with units and grade.</p>
7.	<div data-bbox="397 1024 1356 1669"> <h3>Advisee Unofficial Transcript</h3> <div>Name</div> <p>Choose an institution and report type and press View Report</p> <p><b>**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**</b></p> <div> <div>Academic Institution</div> <div>Queens College</div> </div> <div> <div>Report Type</div> <div>STUDENT UNOFFICIAL TRAN</div> <div>view report</div> </div> <p>This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website.</p> <div>VIEW ALL REQUESTED REPORTS</div> </div> <p>On the <b>Advisee Unofficial Transcript</b> page, click the <b>Academic Institution</b>  dropdown box icon; and then select the correct college or school.</p>
8.	<p>Click the <b>Report Type</b>  dropdown box icon; and then select <b>STUDENT UNOFFICIAL TRANSCRIPT</b>.</p>

9.	<p>Click the <b>view report</b> button.</p> <p><b>Note: Do not press any other buttons or links while processing is taking place.</b></p>																								
10.	<div> <div> <div>Advisee Unofficial Transcript</div> <div>Previous Requests</div> <table> <tr> <th></th><th>Request Date</th><th>Description</th><th>Institution</th><th>User ID</th><th>Future Release</th><th>Requested Print Date</th></tr> <tr> <td><a href="#">view report</a></td><td>01/17/2013</td><td>STUDENT UNOFFICIAL TRANSCRIPT</td><td>QNS01</td><td>23009414</td><td>Immediate Processing</td><td>01/17/2013</td></tr> </table> <div>CANCEL</div> </div> <div> <p>The <b>Previous Requests</b> page displays on which no action is required.</p> </div> </div>		Request Date	Description	Institution	User ID	Future Release	Requested Print Date	<a href="#">view report</a>	01/17/2013	STUDENT UNOFFICIAL TRANSCRIPT	QNS01	23009414	Immediate Processing	01/17/2013										
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11.	<div> <div> <div>Page 1 of 3</div> <div>STUDENT COPY UNDERGRADUATE RECORD</div> <div> <div> <div>Name: Name</div> <div>Student ID: #####</div> <div>Birthday: ###</div> <div>Student Address: Address</div> <div>Print Date: 02/01/2013</div> <div>Other Institutions Attended:</div> </div> <div> <div> <div>Course: SPAN 204</div> <div>Description: INTER SPANISH 2</div> <div>Earn: 3.00</div> <div>Grd: F</div> </div> <div> <div> <div>Course: URBST 101</div> <div>Description: URBAN POV &amp; AFFL</div> <div>Earn: 3.00</div> <div>Grd: A</div> </div> </div> </div> <div> <div> <div> <div>Term GPA: 4.000</div> <div>Term Total: 14.00</div> </div> <div> <div> <div>2009 Fall Term</div> <div>Undeclared Major</div> </div> <div> <div> <div>Course: CMLIT 217</div> <div>Description: SPINOZA ETHICS</div> <div>Earn: 3.00</div> <div>Grd: B+</div> </div> <div> <div> <div>Course: DANCE 150</div> <div>Description: INTRO TO DANCE</div> <div>Earn: 3.00</div> <div>Grd: A</div> </div> <div> <div> <div>Course: MATH 119</div> <div>Description: MATH ELEM SCH TEACH</div> <div>Earn: 3.00</div> <div>Grd: A-</div> </div> <div> <div> <div>Course: SPAN 222</div> <div>Description: WKSP NON-SPAN STU</div> <div>Earn: 3.00</div> <div>Grd: A-</div> </div> </div> </div> </div> <div> <div> <div> <div>Test Scores</div> <table> <tr> <th>Test ID</th><th>Test Component</th><th>Test Date</th><th>Test Score</th></tr> <tr> <td>CPE</td><td>CPE Task 1 Total</td><td>10/12/2010</td><td>27.00</td></tr> <tr> <td>CPE</td><td>CPE Task 2 Total</td><td>10/12/2010</td><td>6.00</td></tr> <tr> <td>CPE</td><td>CPE Total</td><td>10/12/2010</td><td>33.00</td></tr> <tr> <td></td><td>(Unweighted)</td><td></td><td></td></tr> <tr> <td>CPE</td><td>CPE Total (Weighted)</td><td>10/12/2010</td><td>39.00</td></tr> </table> </div> <div> <div>Beginning of Undergraduate Record</div> <div>2008 Fall Term</div> <div>Undeclared Major</div> <div> <div> <div>Course: ANTH 102</div> <div>Description: INTRO HUMAN EVOL</div> <div>Earn: 3.00</div> <div>Grd: B</div> </div> </div> </div> </div> </div> </div> </div></div></div></div></div></div>	Test ID	Test Component	Test Date	Test Score	CPE	CPE Task 1 Total	10/12/2010	27.00	CPE	CPE Task 2 Total	10/12/2010	6.00	CPE	CPE Total	10/12/2010	33.00		(Unweighted)			CPE	CPE Total (Weighted)	10/12/2010	39.00
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