







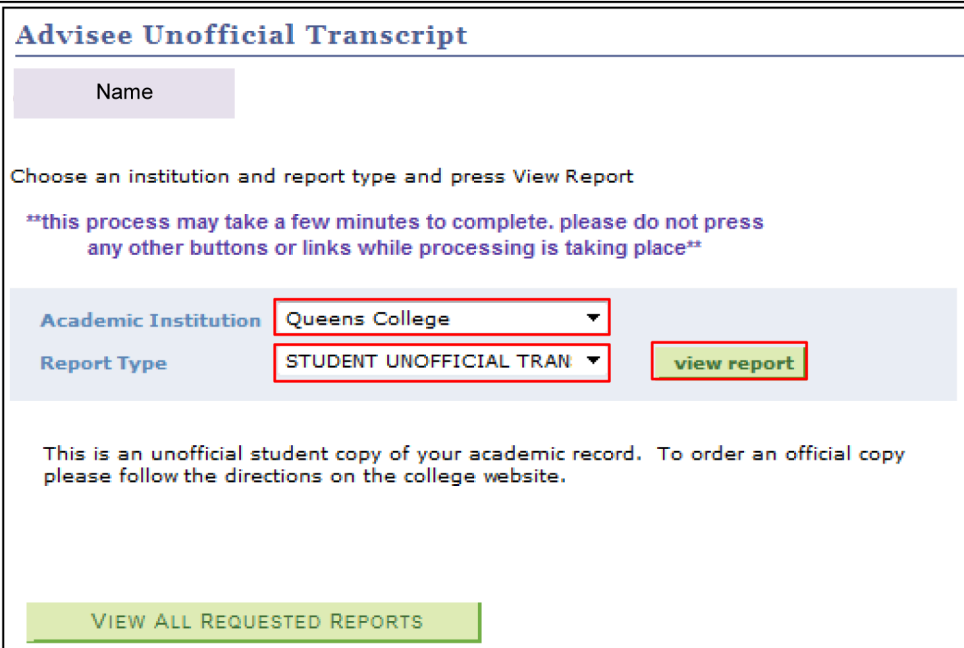


View Advisee Unofficial Transcript

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: <ul style="list-style-type: none">Enter your Username and Password and click the  Go icon.From the Enterprise Menu, select the HR/Campus Solutions link.																																																																																
2.	Navigate to: <u>Self Service > Advisor Center > Advisee Student Center.</u>																																																																																
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>Find an Existing Value</p><p>ID: <input type="text" value="begins with"/> </p><p>Campus ID: <input type="text" value="begins with"/></p><p>National ID: <input type="text" value="begins with"/></p><p>Last Name: <input type="text" value="begins with"/> <input type="text" value="Last Name"/></p><p>First Name: <input type="text" value="begins with"/></p><p><input type="checkbox"/> Case Sensitive</p><p>Search Clear Basic Search  Save Search Criteria</p></div> <p>On the Advisee's Student Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.</p>																																																																																
4.	Click the Search 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>RII 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>SSS</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>SSS</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>SSS</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>SSS</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>SSS</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>SSS</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>SSS</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	RII Short Description	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name	#####	Last, First Name	Male	##/##	(blank)	#####	USA	SSS	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name
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#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSS	Last Name	First Name																																																																								

6.	<div data-bbox="396 331 1354 842">  <p>In the Academics section, click the  other academic... dropdown box icon and select Transcript: View Unofficial; and then click the  Go icon.</p> <p>Note: <i>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.</i></p> </div>
7.	<div data-bbox="396 1108 1354 1751">  <p>On the Advisee Unofficial Transcript page, click the Academic Institution  dropdown box icon; and then select the correct college or school.</p> </div>
8.	<p>Click the Report Type  dropdown box icon; and then select STUDENT UNOFFICIAL TRANSCRIPT.</p>

Advisement

Quick Reference Guide

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.

Page 1 of 3

STUDENT COPY UNDERGRADUATE RECORD

Name: Name

Student ID: #####

Birthday: ###

Student Address: Address

Print Date: 02/01/2013

Other Institutions Attended:

Course, Instructor: SPAN 204

Description: INTER SPANISH 2

Earn: 3.00

Grd: P

Course Attributes: Day Class

Course, Instructor: URBST 101

Description: URBAN POV & AFFL

Earn: 3.00

Grd: A

Course Attributes: Day Class

Test Scores

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 (Unweighted)	10/12/2010	33.00
CPE	CPE Total (Weighted)	10/12/2010	39.00

Term GPA: 4.000 Term Total: 14.00

2009 Fall Term Undeclared Major

Course, Instructor: CMLIT 217	Description: SPINOZA ETHICS	Earn: 3.00	Grd: B+
Course Attributes: Day Class			
Course, Instructor: DANCE 150	INTRO TO DANCE	3.00	A
Course Attributes: Day Class			
Course, Instructor: MATH 119	MATH ELEM SCH TEACH	3.00	A-
Course Attributes: Day Class			
Course, Instructor: SPAN 222	WKSP NON-SPAN STU	3.00	A-
Course Attributes: Day Class			

Beginning of Undergraduate Record

2008 Fall Term Undeclared Major

Course	Description	Earn	Grd
ANTH 102	INTRO HUMAN EVOL	3.00	B

The student's **Unofficial Transcript** will pop-up in .pdf file format to view, print or save.

End of Procedure.