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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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:  
      Campus ID:  
      National ID:  
      Last Name:  
      First Name:  
      Case Sensitive  
      Search  
      Clear  
      Basic Search  
      Save Search Criteria |
| 4.   | Click the Search button. |
| 5.   | 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. 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. 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. 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.**