

Quick guide: Looking up Student Transcripts

These quick guides are based on the "simulation environment". Things may work somewhat differently in the production environment. These "quick guides" are produced quickly with little attention to formatting and fitting everything on a letter size page for printing. More elaborate guides will be made available at a later point. These guides are meant to get you started -- following an introductory hands-on session. Or, for the more adventurous, to guide self-study.

Most users (including faculty) will not see any "advisees". This is new functionality in Cf which requires special setup (if interested, see separate QG). You can proceed in more than one way; for most people it will also work if they click the "student center" tab.

CUNYfirst
Fully Integrated Resources & Services Tool

Menu

Search:

- My Favorites
- CUNY
- Self Service**
- Personal Information
- Job Information
- Payroll and Compensation
- Learning and Development
- Recruiting Activities
- Faculty Center
- Advisor Center**
 - My Advisees**
 - Advisee Student Center
 - Advisee General Info
 - Advisee Transfer Credit
 - Advisee Academics
- Search
 - Review Transactions
 - Community Directory Search
 - Manage Delegation
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials

Manfred Kuechler

Faculty Center **Advisor Center** **Search**

my advisees | student center | general info | transfer credit | academics

My Advisees

i There is no information for the transaction you requested.

VIEW DATA FOR OTHER STUDENTS

Faculty Center **Advisor Center** **Search**

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

A search page is the real start for the process. If you know the (empl) ID for the student (an 8 digit string) enter it, otherwise just use the student name. If the name is common the search may take a long time, and you may want to add the Campus ID (Hunter = HTR01).

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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

Maximum number of rows to return (up to 300):

ID: [»](#)

Campus ID: [»](#)

National ID: [»](#)

Last Name: **Muset**

First Name: **Helen**

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Menu

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John C. Smith 

your name 

Faculty Center

Advisor Center

my advisees

student center

general info

transfer credit

Advisee Student Center

Helen Muset 

student you searched for 

Academics

[My Class Schedule](#)
[My Planner](#)

 **You are not enrolled in classes.**

[»](#)

Course History

Exam Schedule

Grades

Transcript: View Unofficial

Transfer Credit: Report

other academic...

[Emergency Contact](#)

Contact Information

Home Address

Mailing Address

Advisee Student Center

Helen Muset

Academics

[My Class Schedule](#)
[My Planner](#)

 **You are not enrolled in classes.**

[»](#)

"Course History" usually comes up faster and may give you all the information you are looking for:

- Personal Information
- Job Information
- Payroll and Compensation
- Learning and Development
- Recruiting Activities
- Faculty Center
- Advisor Center
 - My Advisees
 - Advisee Student Center
 - Advisee General Info
 - Advisee Transfer Credit
 - Advisee Academics
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 - Community Directory Search
 - Manage Delegation
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
 - firstSolutions Knowledge Base

Advisee Course History

Helen Muset

Select Display Option

- ☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by

Then by

sort

click to sort; works for all headers

☒ Taken
 ☐ Transferred
 ☐ In Progress

Institution	Course	Description	Term	Grade	Units	Status
HTR01	AM 10	THRO	2010 Fall Term		3.00	✓
HTR01	AM 33	RY	2012 Fall Term		3.00	◆
HTR01	AR	ART	2011 Spring Term		3.00	✓
HTR01	BL	URE	2010 Fall Term		0.00	◆
HTR01	CO 30	W)	2011 Fall Term		3.00	✓
HTR01	EC	CS	2011 Spring Term		3.00	✓
HTR01	EC	CS	2011 Fall Term		3.00	✓
HTR01	EC	Q	2012 Fall Term		3.00	◆
HTR01	EC	Q	2012 Spring Term		3.00	✓
			2012			

masked for privacy protection

Now the actual transcript:

- Job Information
- Payroll and Compensation
- Learning and Development
- Recruiting Activities
- Faculty Center
- Advisor Center
 - My Advisees
 - Advisee Student Center
 - Advisee General Info
 - Advisee Transfer Credit
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- Search
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 - Manage Delegation
- Manager Self Service

Advisee Student Center

Helen Muset

Academics

[My Class Schedule](#)
[My Planner](#)



You are not enrolled in classes.

Transcript: View Un



Personal Information

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Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

ac

Advisee Unofficial Transcript

Helen Muset

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

Hunter College

Report Type

Student Unofficial Transcript

make selections -- then

view report

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Advisee Unofficial Transcript

Manfred Kuechler

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	02/14/2013	Student Unofficial Transcript	HTR01	10867095	Immediate Processing	02/14/2013

That's it. Reports are kept , so you can go back and view the report later again. Transcripts are produced as pdf for easy printing and download -- but keep FERPA rules in mind!

Cf transcript contain more information (e.g., course instructors) and are much better formatted. A genuine improvement.