







## 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.	<p>Enter <a href="https://cnyeptst.cunyfirst.cuny.edu">https://cnyeptst.cunyfirst.cuny.edu</a> in your browser's address bar:</p> <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 style="border: 1px solid black; padding: 5px;"> <p><b>Advisee's Student Center</b> 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" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></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"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <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 style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <table border="1"> <thead> <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> </thead> <tbody> <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 style="border: 2px solid red;"> <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> </tbody> </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	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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<p>6.</p>	<div data-bbox="386 300 1344 810" data-label="Form"> </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> <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>
<p>7.</p>	<div data-bbox="386 1073 1344 1717" data-label="Form"> </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>
<p>8.</p>	<p>Click the <b>Report Type</b>  dropdown box icon; and then select <b>STUDENT UNOFFICIAL TRANSCRIPT</b>.</p>

Advisement

Quick Reference Guide

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.	<p><a href="#">Advisee Unofficial Transcript</a></p> <p><b>Previous Requests</b></p> <table border="1"> <thead> <tr> <th colspan="7">Find   View All    First 1 of 1 Last</th> </tr> <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> </thead> <tbody> <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> </tbody> </table> <p><a href="#">CANCEL</a></p> <p>The <b>Previous Requests</b> page displays on which no action is required.</p>	Find   View All    First 1 of 1 Last								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.	<p>Page 1 of 3</p> <p>STUDENT COPY UNDERGRADUATE RECORD</p> <p>Name: ##### Student ID: ##### Birthdate: ###-##-#### Student Address: ##### Print Date: 02/01/2013</p> <p>Other Institutions Attended:</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Earn</th> <th>Grd</th> </tr> </thead> <tbody> <tr> <td>SPAN 204</td> <td>INTER SPANISH 2</td> <td>3.00</td> <td>F</td> </tr> <tr> <td>URBST 101</td> <td>URBAN POV &amp; AFFL</td> <td>3.00</td> <td>A</td> </tr> </tbody> </table> <p>Term GPA: 4.000    Term Total: 14.000    Average: 14.000    Earn: 14.000</p> <table border="1"> <thead> <tr> <th>Test ID</th> <th>Test Component</th> <th>Test Date</th> <th>Test Score</th> </tr> </thead> <tbody> <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 (Unweighted)</td> <td>10/12/2010</td> <td>33.00</td> </tr> <tr> <td>CPE</td> <td>CPE Total (Weighted)</td> <td>10/12/2010</td> <td>39.00</td> </tr> </tbody> </table> <p>Beginning of Undergraduate Record 2008 Fall Term Undeclared Major</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Earn</th> <th>Grd</th> </tr> </thead> <tbody> <tr> <td>ANTH 102</td> <td>INTRO HUMAN EVOL</td> <td>3.00</td> <td>B</td> </tr> <tr> <td>CMLIT 217</td> <td>SPINOZA ETHICS</td> <td>3.00</td> <td>B+</td> </tr> <tr> <td>DANCE 150</td> <td>INTRO TO DANCE</td> <td>3.00</td> <td>A</td> </tr> <tr> <td>MATH 119</td> <td>MATH ELEM SCH TEACH</td> <td>3.00</td> <td>A-</td> </tr> <tr> <td>SPAN 222</td> <td>WKSP NON-SPAN STU</td> <td>3.00</td> <td>A-</td> </tr> </tbody> </table> <p>The student's <b>Unofficial Transcript</b> will pop-up in .pdf file format to view, print or save.</p>	Course	Description	Earn	Grd	SPAN 204	INTER SPANISH 2	3.00	F	URBST 101	URBAN POV & AFFL	3.00	A	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	Course	Description	Earn	Grd	ANTH 102	INTRO HUMAN EVOL	3.00	B	CMLIT 217	SPINOZA ETHICS	3.00	B+	DANCE 150	INTRO TO DANCE	3.00	A	MATH 119	MATH ELEM SCH TEACH	3.00	A-	SPAN 222	WKSP NON-SPAN STU	3.00	A-
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