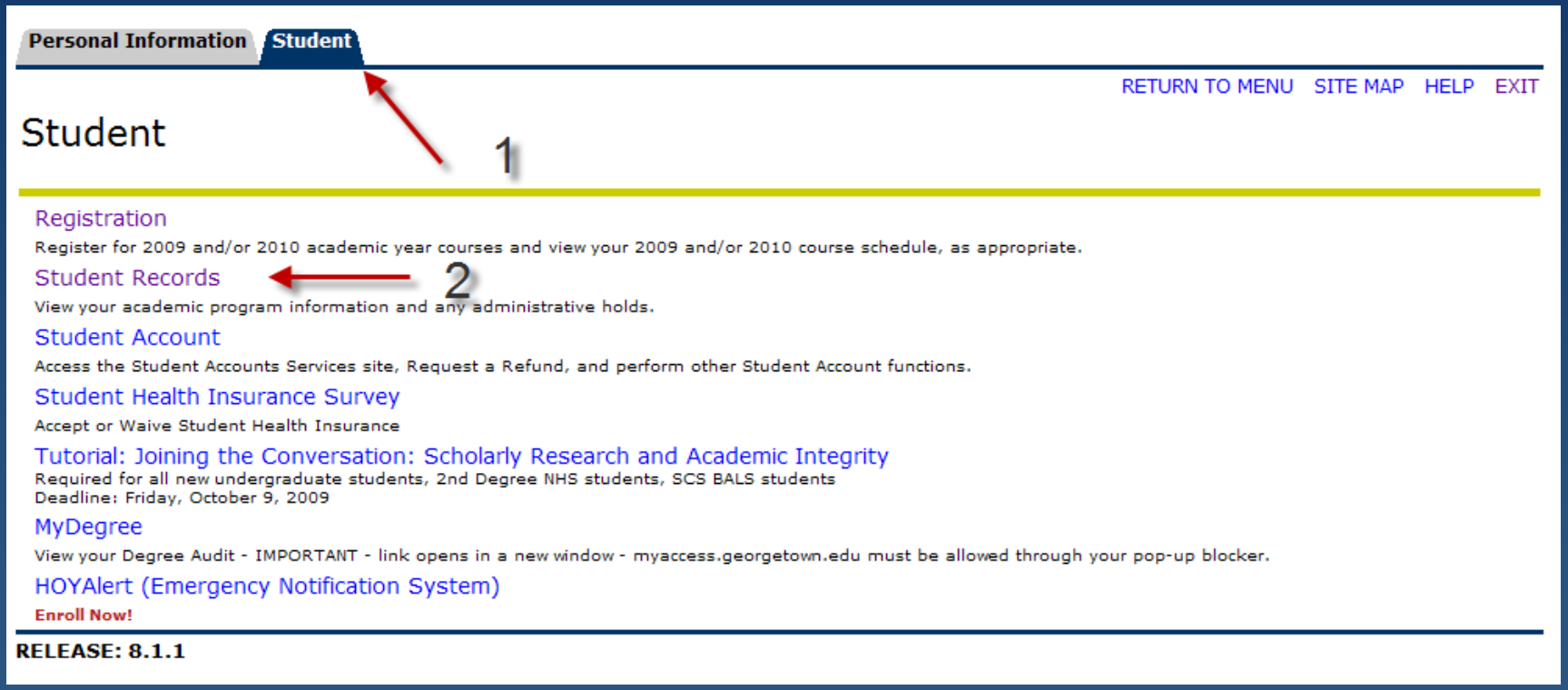
Once logged into MyAccess, from the Main Menu page, select the Student Tab at the top of the screen. Next, select student Records.



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Select Academic Transcript.

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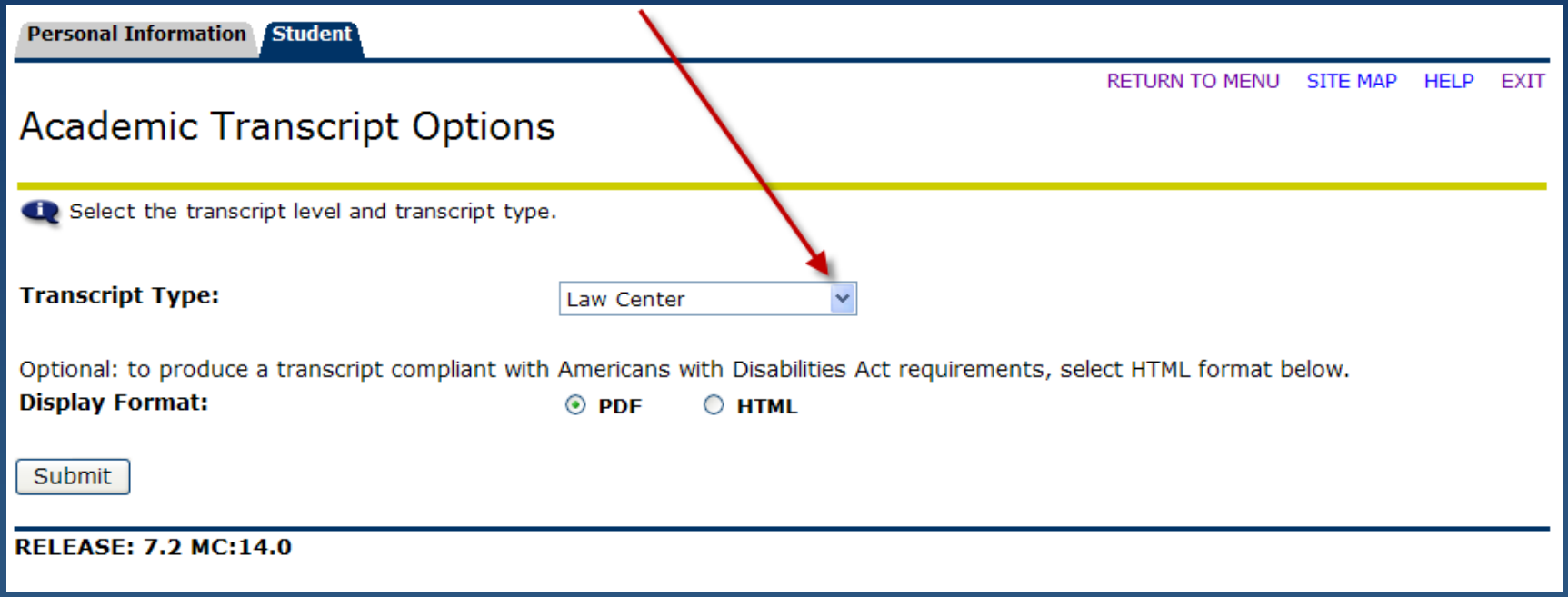
Select the drop down arrow from Transcript Type.



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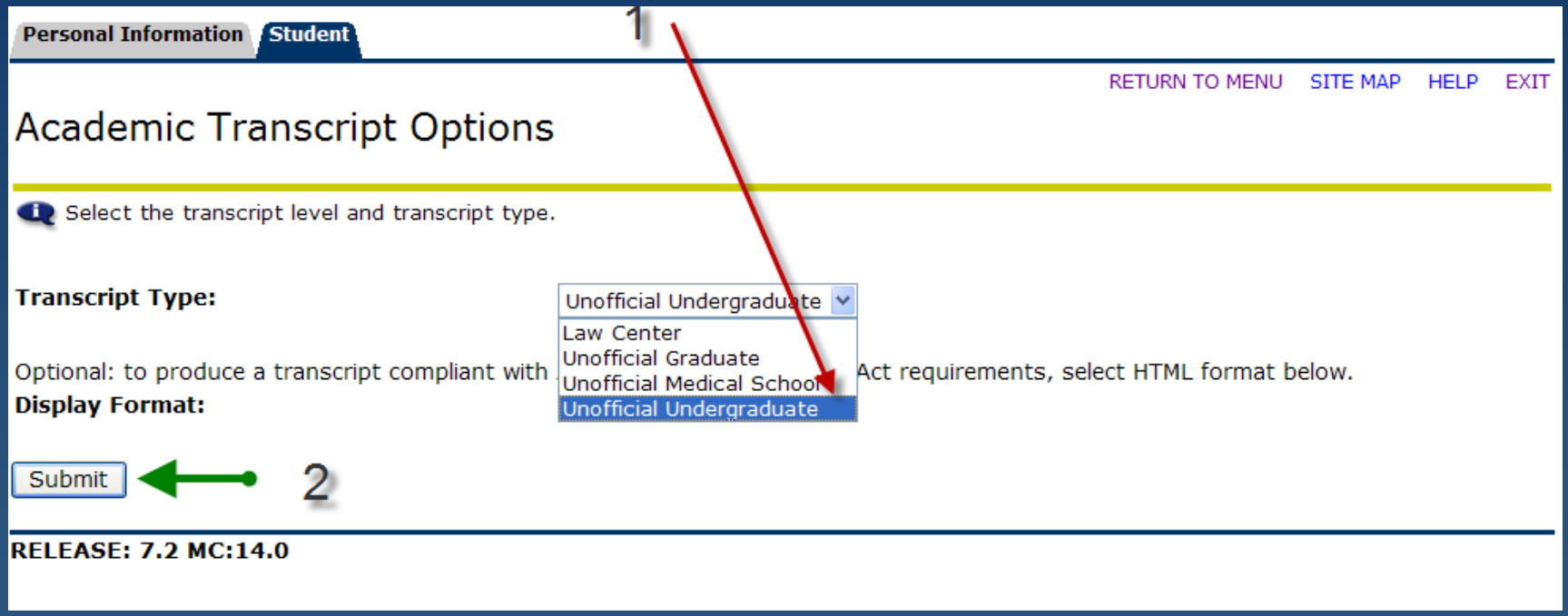
Next, Select Unofficial Undergraduate or Unofficial Graduate from the drop down screen to view your unofficial transcript. Then click Submit in the bottom left corner of the screen.



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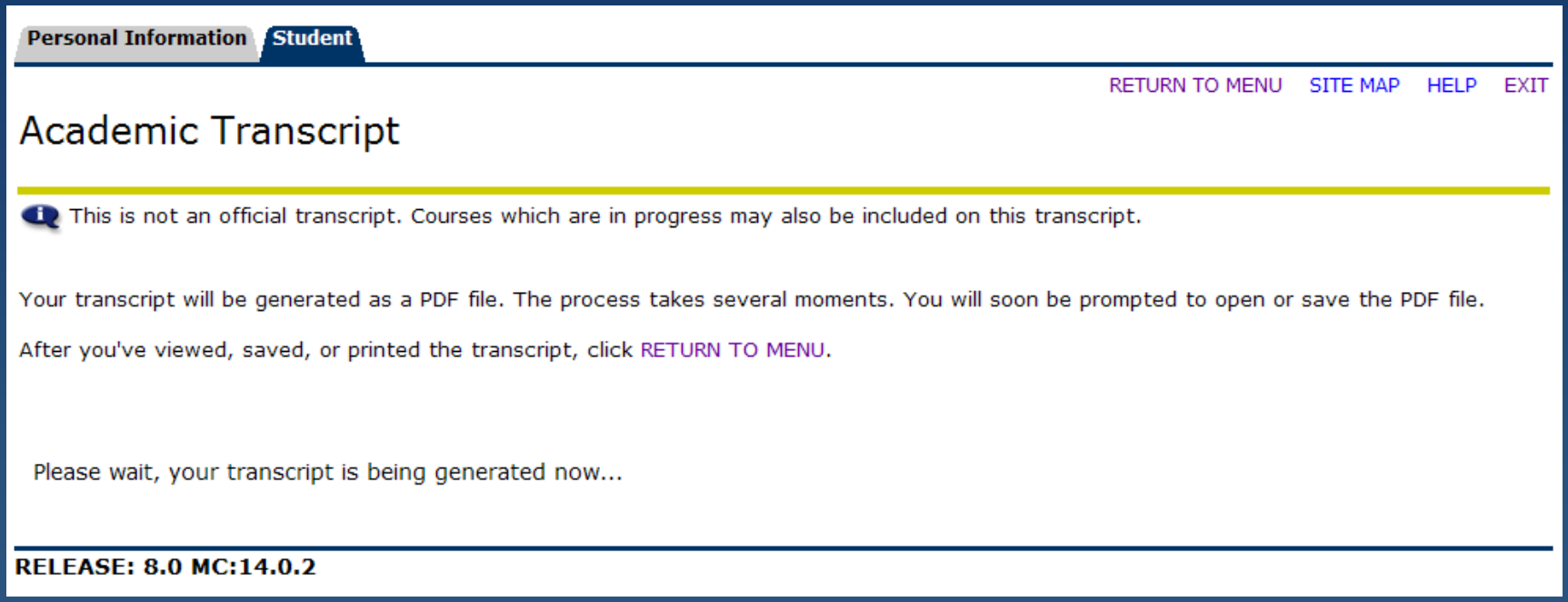
The transcript takes a few moments to generate. While generating this is the page you will see.



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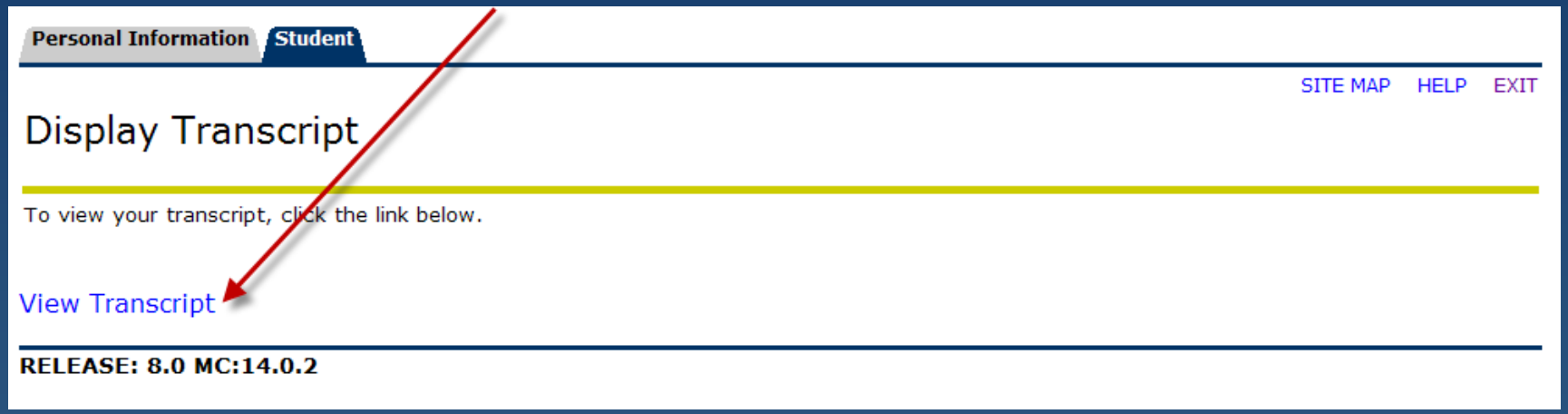
Click on View Transcript. Your unofficial transcript will then be generated for you to view.



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