

Accessing and Printing Your Unofficial Transcript

The Home Page of the Student Portal allows you access to your Unofficial Transcript. You will need to log in to the Student Portal with your username and password.

Once on the Home Page, to see an unofficial transcript, you can click on **My Transcript**.

The screenshot shows the Saint Mary's University Student Portal Home Page. The top navigation bar includes the university logo, 'Change Term (FA19 SPP)', 'My Student Portal', 'My Grades', 'My Transcript', and 'My Courses'. A blue arrow points to the 'My Transcript' link. Below the navigation bar, there are sections for 'My Courses' (showing 'You have no courses this term.'), a list of action items (Update Emergency Contact Information, FERPA Designations (1), Update Student Demographic Information, Sign your Financial Agreement - (Required), Graduation Application), 'Declared Majors & Minors' (First Major: Business Administration; BS), and a list of news articles. The news articles include: 'Saint Mary's to celebrate Family Weekend Sept. 27-29', 'MCA performance to support music scholarships for youth', 'Saint Mary's University rises in 2020 U.S. News rankings', 'Page Series to present Latino dance company Ballet Hispánico Oct. 4 at Saint Mary's', and 'Community singers invited to register for new adult community choir'.

On the **Unofficial Transcript** page, click the **Printer icon**.

The screenshot shows the Saint Mary's University Student Portal Unofficial Transcript page. The top navigation bar includes the university logo, 'Change Term (FA19 College)', 'My Student Portal', 'My Grades', 'My Transcript', and a user profile icon. Below the navigation bar, there is a 'Printer icon' highlighted with a blue arrow. The page displays 'Major(s): Business Administration; BS' and a 'Term:' field. Below this is a table with columns for 'Course', 'Course Name', 'Credits', 'Grade', and 'Repeat'.

Course	Course Name	Credits	Grade	Repeat
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Continue and use the system dialog to print a printer-friendly version of your transcript.