# PRINTING AN UNOFFICIAL TRANSCRIPT

Students can access and print their unofficial transcript using their PeopleSoft account and following these steps:

1. Log onto my.pitt.edu and click on the PeopleSoft Student Center:

   Student Center
   PeopleSoft (All Campuses)

   i ♡

2. Under the Main Menu you will navigate to the *View Unofficial Transcript* screen by choosing Self *Service*, then *Academic Records*, then *View Unofficial Transcript*.

   Main Menu ▾ > Self Service ▾ > Academic Records ▾ > View Unofficial Transcript
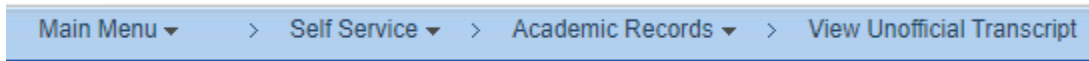
3. Select *My Academics* from the first drop down box and *Academic Record* from the Report Type dropdown box.

   My Academics ⌄ ⊗

   Search | Plan | Enroll | **My Academics**
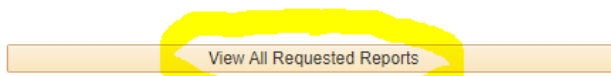
   View Unofficial Transcript

   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
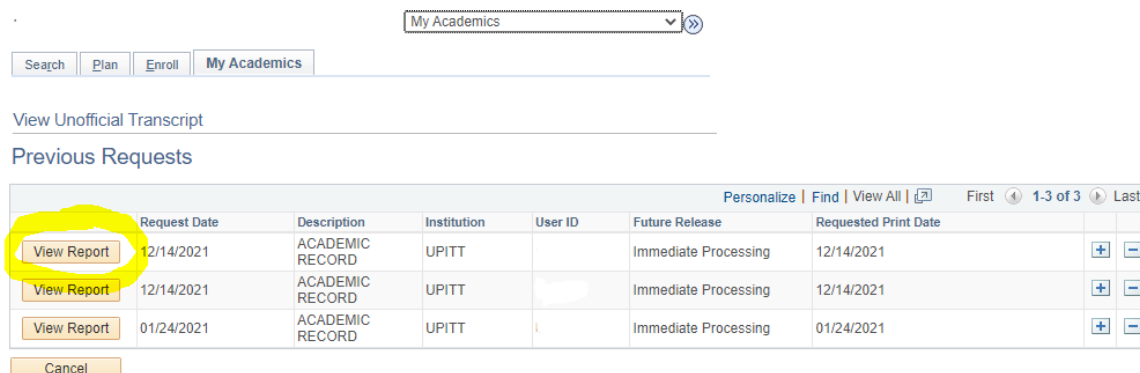
   Academic Institution | University of Pittsburgh ⌄
   Report Type | ACADEMIC RECORD ⌄ | [View Report]
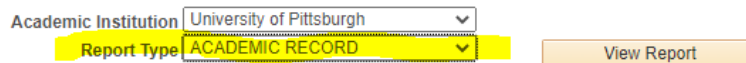
   Information For Students

   [View All Requested Reports]

   ⬆Go to top

   Click on *View All Requested Reports*.

4. Click on *View Report* to view your current transcript and print, if needed.

   My Academics ⌄ ⊗

   Search | Plan | Enroll | **My Academics**

   View Unofficial Transcript

   Previous Requests

   Personalize | Find | View All | ⬚   First ◀ 1-3 of 3 ▶ Last

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date		
[View Report]	12/14/2021	ACADEMIC RECORD	UPITT		Immediate Processing	12/14/2021	⊞	⊟
[View Report]	12/14/2021	ACADEMIC RECORD	UPITT		Immediate Processing	12/14/2021	⊞	⊟
[View Report]	01/24/2021	ACADEMIC RECORD	UPITT	i	Immediate Processing	01/24/2021	⊞	⊟

   [Cancel]