

# Unofficial Transcript Instructions

- Click on Campus Solutions
- Records and Enrollment
- Transcripts
- Request Transcript Report
- Click on Add a New Value (this will allow you to generate a single request or a batch of unofficial transcripts to view or print)
- Fill in Report Request Nbr (if adding to an existing batch of requests that you have already entered. You can use this to print requested transcripts or view transcripts that were entered into this specific Report Request Nbr that was given at the time of your original report)

## Request Transcript Report

Enter any information you have and click Search. Leave fields blank for a list of all v

[Find an Existing Value](#) [Add a New Value](#)

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

Report Request Nbr:

ID:

Academic Institution:

Transcript Type:

User ID:

Request Date:

Future Release:

Term:

Requested Print Date:

First Name:

Last Name:

Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)



Transcript Request Header

Transcript Request Detail

Report Messages

Report Request Nbr: 000000000 Request Date: 05/18/2011 User ID: 250865

Request Attributes

\*Institution: BLOOM Bloomsburg University of PA

\*Transcript Type: UNOFF Unofficial Transcript

Freeze Record

Override Service Indicator

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 05/18/2011

Request Reason:

Cancel Request

Save

Notify

Add

Update/Display

[Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#)

- Click on the drop down arrow to fill in \*Transcript Type to make it unofficial
- Then click on the Transcript Request Detail tab

UNIVERSITY  
 Favorites | Main Menu > Records and Enrollment > Transcripts > Request Transcript Report

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 000000000 On Request Process Request  
 Transcript Type: UNOFF Unofficial Transcript Print

Report Manager

*Seq Nbr	*ID	Name	Number of Copies	Send To	+	-
1	<input type="text"/>		1	<span>Send To</span>	<span>+</span>	<span>-</span>

Save Notify Add Update/Display

[Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#)

- Enter Student ID –Tab to Number of Copies
- You can produce a Batch of transcripts of up to 99 students at one time.
- Click the plus sign to add additional students if needed
- Save after each batch entry (this will allow you to retrieve your Information by using the Report Request Nbr example: 00012345 as noted below)

Bloomsburg UNIVERSITY  
 Favorites | Main Menu > Records and Enrollment > Transcripts > Request Transcript Report

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 000012345 On Request Process Request  
 Transcript Type: UNOFF Unofficial Transcript Print

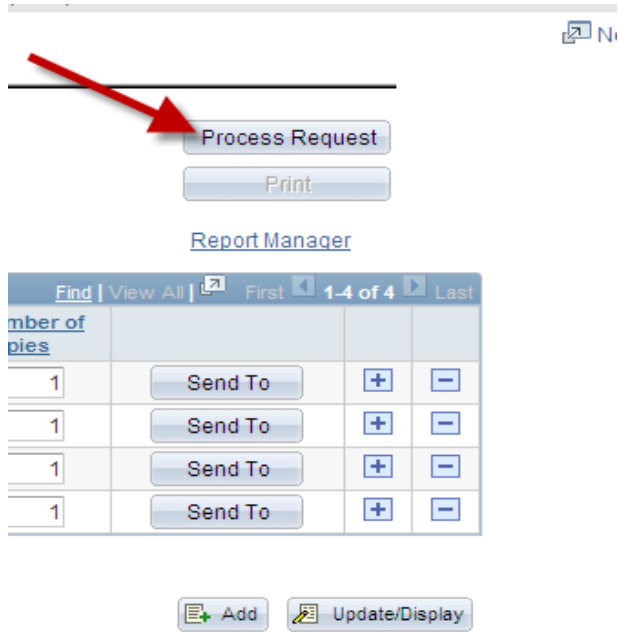
Report Manager

*Seq Nbr	*ID	Name	Number of Copies	Send To	+	-
1	<del>249844</del>	Joseph Kissell	1	<span>Send To</span>	<span>+</span>	<span>-</span>
2	<del>217982</del>	Dawn Krum	1	<span>Send To</span>	<span>+</span>	<span>-</span>
3	<del>434332</del>	Linda Schoch	1	<span>Send To</span>	<span>+</span>	<span>-</span>
4	<del>227510</del>	Linda Hock	1	<span>Send To</span>	<span>+</span>	<span>-</span>

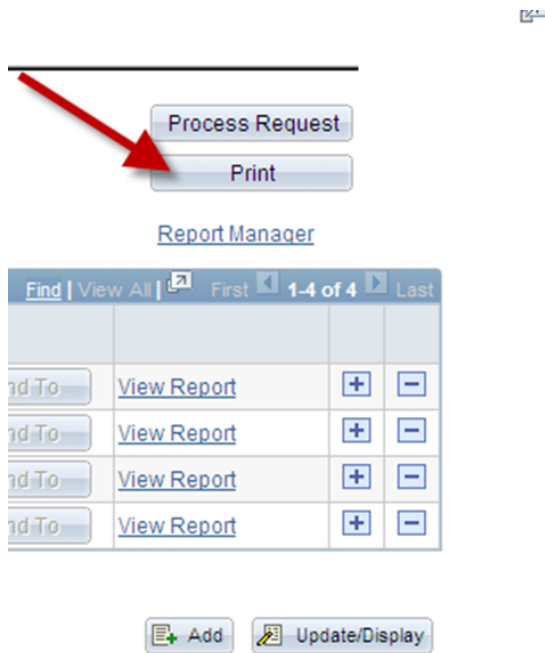
Save Notify Add Update/Display

[Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#)

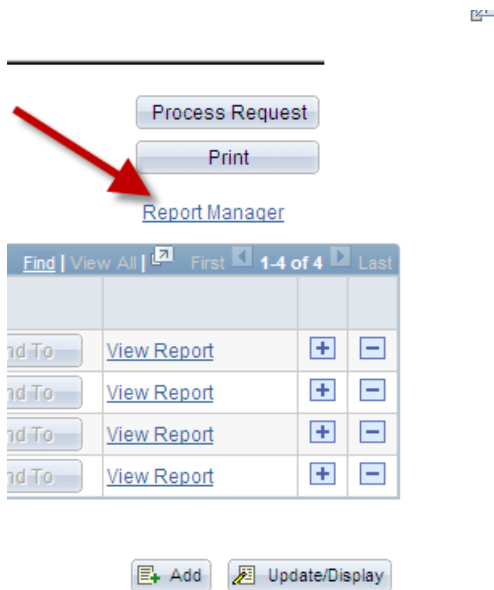
- Click Process Request when you are finished entering all the students ID numbers.



- Then Click Print



- Then click Report Manager



- Report List should reveal description (SSR-TSRPT-SSR-TSRPT-pdf) (make sure you see the correct Request Date/Time, especially if you are doing multiple batches)
- Click on Details (Refresh if you do not see it at first)

Favorites | Main Menu > Records and Enrollment > Transcripts > Request Transcript Report

List Explorer Administration Archives

View Reports For

User ID: 250865 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	746359	751179	SSR_TSRPT - SSR_TSRPT.pdf	05/18/2011 9:29:55AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	746358	751179	Transcript Request Print	05/18/2011 9:29:47AM	Acrobat (*.pdf)	Posted	Details

Select All  Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Request Transcript Report](#)

Save

List | Explorer | Administration | Archives

## Report Detail

### Report

Report ID: 746359      Process Instance: 751179      [Message Log](#)  
Name: XMLP      Process Type: XML Publisher  
Run Status: Success

SSR\_TSRPT - SSR\_TSRPT.pdf

### Distribution Details

Distribution Node: ReportNode      Expiration Date: 06/08/2011

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SSR_TSRPT.pdf</a>	30,926	05/18/2011 9:29:57.492000AM EDT

### Distribute To

Distribution ID Type	*Distribution ID
User	250865
User	PS

- Click on (SSR TSRPT. Pdf)
- This will bring up a Pdf file of all the transcript requests you have just entered .
- Click on Print

