View My Unofficial Transcript

Students are able to use self-service to view, print and/or save in .pdf format an unofficial copy of their transcript.

Note: Prior to commencing this procedure, set the browser to allow pop-ups.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the ⏩ **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	In the **Academics** section from the ▼ other **Academic** dropdown box, select **Transcript: View Unofficial** and then click the ⏩ **Go** icon.

4.	On the **View Unofficial Transcript** page, click the **Academic Institution** ▼ dropdown box icon; and then select the correct college or school. **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 Queens College ▼ Report Type STUDENT UNOFFICIAL TRAN ▼ **view report** **Information For Students** This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website. VIEW ALL REQUESTED REPORTS
5.	Click the **Report Type** ▼ dropdown box icon; and then select **STUDENT UNOFFICIAL TRANSCRIPT**.

6.	Click the **view report** button. The student's **Unofficial Transcript** will pop-up in .pdf file format to view, print or save as needed. ***Note: Please do not press any other buttons or links while processing is taking place.***
7.	To view previously requested reports, click the **VIEW ALL REQUESTED REPORTS** button.

8.	Click the **view report** button to view a previously requested transcript.

End of Procedure.	