

## AT A GLANCE




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### Viewing Unofficial Transcripts

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**Navigation:** Main Menu > Records and Enrollment > Transcripts > Transcript Request

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1. Navigate to Transcript Request page.
2. Click on **Add a New Value**.
3. Make the following selections under the "Request Header" tab:
  - **Institution:** SOCMP
  - **Transcript Type:** UNOFF
  - **Output Destination:** Page
4. Click on the **Request Details** tab.
5. Enter student's ID.
  - If you do not know the ID number, click on the magnifying glass  to enter the student's name, or National ID (Social Security Number)
6. The **Seq Nbr** field will control the order in which the students appearing on this request can be viewed
7. Click on the "plus"  button to add additional students to the request.
8. Click on the "Process Request"  button to generate the transcript. The results will appear on the Report Results page.

### Printing Unofficial Transcripts

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**Navigation:** Main Menu > Records and Enrollment > Transcripts > Transcript Request

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1. To print transcripts that have been processed (see above), Click the  button.
2. Click on the [Report Manager](#).
3. Click  as needed to see the status of the transcript request. Click on [Details](#) when the request status changes to Posted.
4. Click on the PDF document located in the File List. If multiple requests were submitted, unofficial transcripts will display in order within the document.

For further questions contact the **STUDENT RECORDS FUNCTIONAL LEAD** at  
<http://www.sonoma.edu/it/cms/contact.html>