



## Unofficial Transcripts

Karen Ranum - 2022-09-29 - Comment (1) - InsideSOU

# How to View or Print an Unofficial Transcript

**NOTE:** If you are looking for an official transcript, please refer to the *How to Order an Official Transcript* article: <https://inside.sou.edu/enrollment/forms/transcripts.html>

### For Current Students:

1. Go to Inside SOU home page at <https://inside.sou.edu> and sign in with your username and password by selecting the **green login button** at the top right hand side of the screen.
2. Navigate to the blue box on the right-hand side of the screen titled **Online Services**.
3. Select the option **Banner Self-Service**.
4. Scroll down to **Student Records** and select **Student Profile**. To the left you will see several options; select **Academic Transcript**. For Transcript Level and Type, choose **All Levels** and **SOU Unofficial Transcript** respectively. Hit submit.
  - If you do not see this screen or see a different screen, please look to the upper left-hand corner and click on the **Banner Menu** (four smaller squares arranged as one larger one) or press **Alt-M**. On the side window that opens, click on **Banner > Student > Student Records > Academic Transcript**. All other steps can be followed as written.
5. To print or save as PDF, use the short-cut to print screen: **Ctrl-P for Windows** or **Command-P for Macs**. You should be able to pick a “**destination**” for the document. If you already have a printer connected to the device you are using, it automatically has it sent to that printer. If you want it saved as a PDF, click the downward arrow and select the option **Save as PDF**.

***If issues arise, please call the IT Help Desk at 541-552-6900.***

### For Former Students:

1. Go to the Inside SOU home page at: <https://inside.sou.edu>
2. Locate the **Former Students and Employees Login** section in grey on the right-hand side of the screen.
3. Click **SIGN IN** at the bottom of that grey section.

4. **You will need your SOU ID (or SSN if it is on record) to login.**

- **Students may call us at 541-552-6900 to obtain that SOU ID number. Due to privacy laws, we cannot provide that information to a parent/guardian.** You will input your Student ID Number (or your Social Security Number if on record) and a 6-digit PIN Number which is set to your birth date (mmddyy). **Do not use dashes or slashes in your birth date or Social Security Number.**
- **Example:**  
Student ID: 940123456  
PIN: 090503
- You will need to change this PIN for security purposes the first time you log in. Just follow the instructions on the screen. Please make a note of your new PIN. If you should lose this number you will hit the "Forgot Pin" button. This will reset your password to your birth date. **If this doesn't work, contact the Help Desk (541) 552-6900.**

5. Go to the **Former Student** tab. Then go to **Student**, followed by **Student Records**, and then **Academic Transcript**. For Transcript Level and Type, choose **"All Levels"** and **"SOU Unofficial Transcript"** respectively. Hit submit.

6. To print or save as PDF, use the short-cut to print screen: **Ctrl-P for Windows** or **Command-P for Macs**. You should be able to pick a **"destination"** for the document. If you already have a printer connected to the device you are using, it automatically has it sent to that printer. If you want it saved as a PDF, click the downward arrow and select the option **Save as PDF**.

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**AA Asher Astrum**

4 years ago

Please add a section on how to print unofficial transcripts