

Unofficial Transcripts

Karen Ranum - 2025-12-30 - [Comment \(1\)](#) - [InsideSOU](#)

How to View or Print an Unofficial Transcript

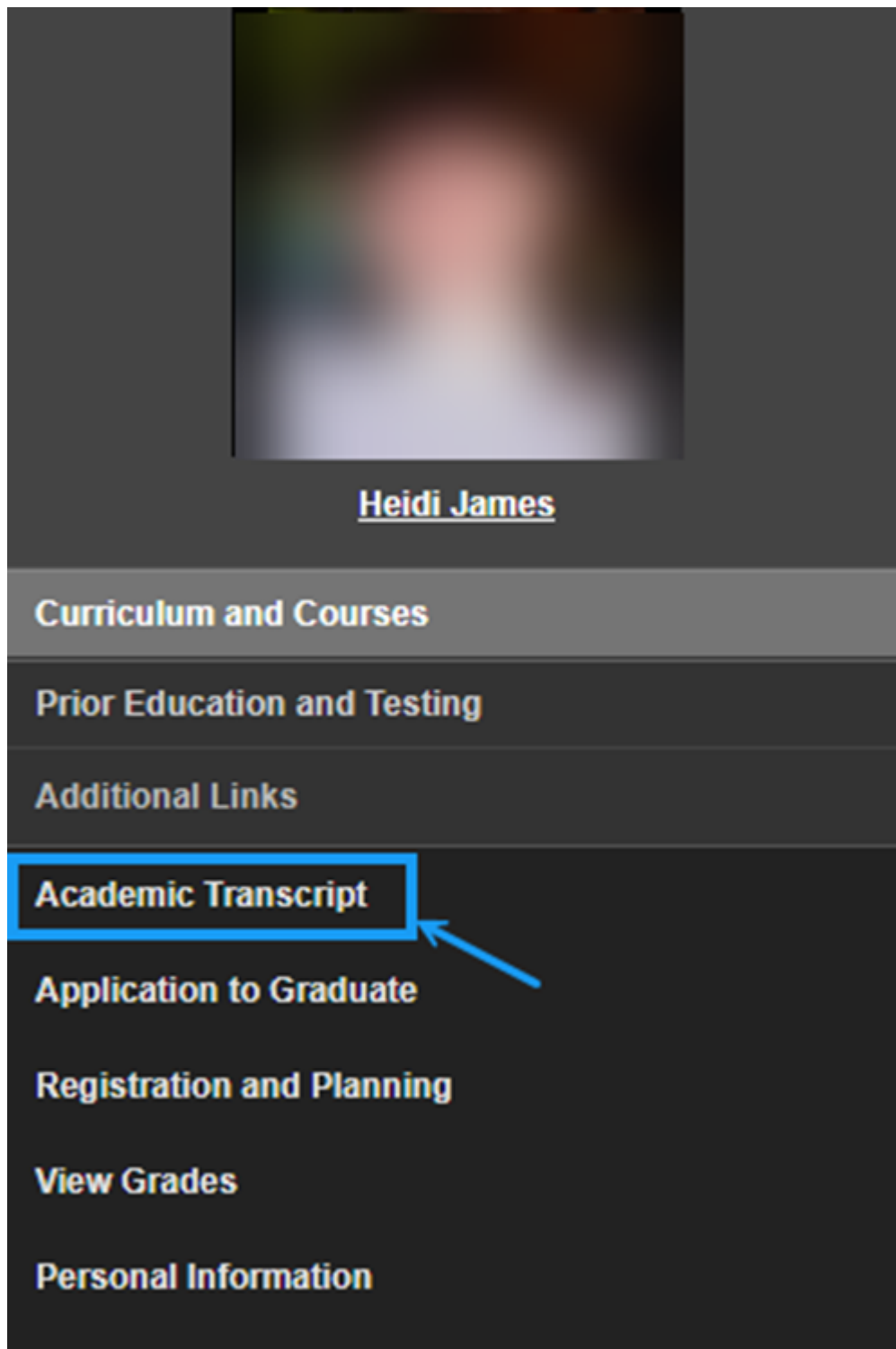
NOTE: If you are looking for an official transcript, please refer to the following [article](#).

For Current Students:

1. Open your browser and navigate to [InsideSOU](#)
2. On the homepage of [InsideSOU](#), click on the red Okta Login button in the top right.
3. On the new page, log in using your school credentials (username & password)
4. In the Okta Dashboard, select the Student Profile application



5. From here, click Academic Transcripts in the menu on the left



6. On the new windows, select the transcript level (i.e. graduate, undergraduate, etc.) and transcript type (SOU Unofficial Transcript)

SOU Southern OREGON UNIVERSITY

Student • Academic Transcript

Academic Transcript

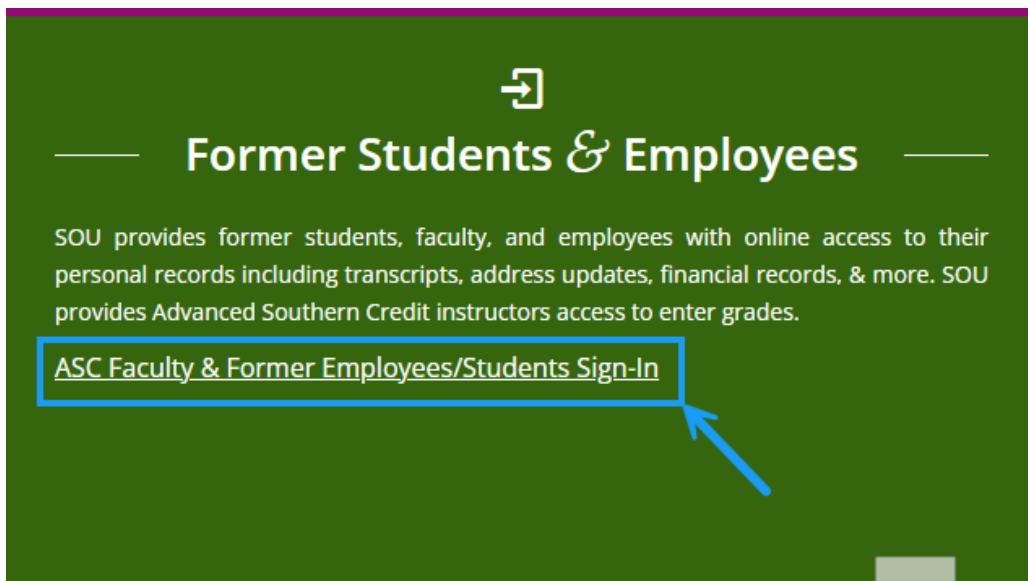
Transcript Level: ▼

Transcript Type: ▼

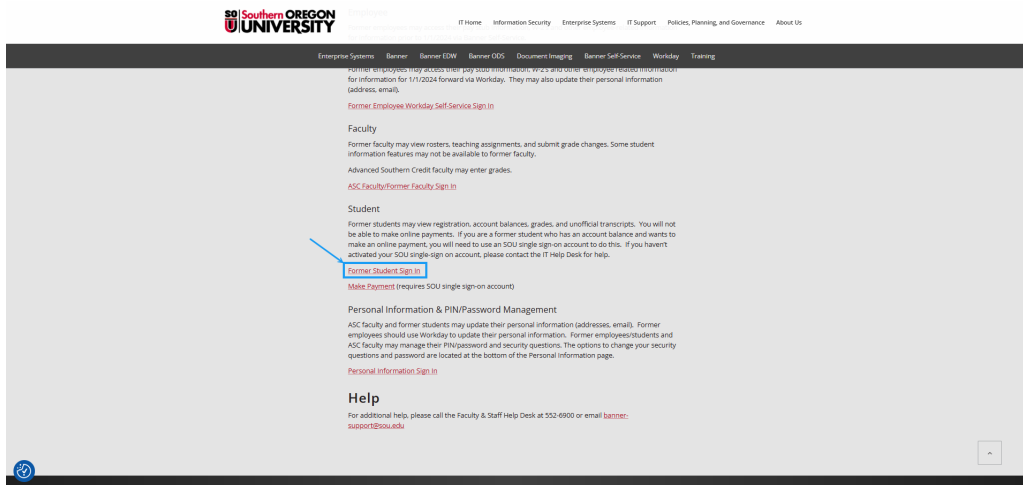
7. To print or save as PDF, use the short-cut to print screen: Ctrl-P for Windows or Command-P for Macs. You should be able to pick a “destination” for the document. If you already have a printer connected to the device you are using, it automatically has it sent to that printer. If you want it saved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

For Former Students:

1. Open your browser and navigate to [InsideSOU](#)
2. On the homepage of [InsideSOU](#), scroll down to the dark green box that says Former Students & Employees
3. In this box, click on ASC Faculty & Former Employees/Students Sign-In



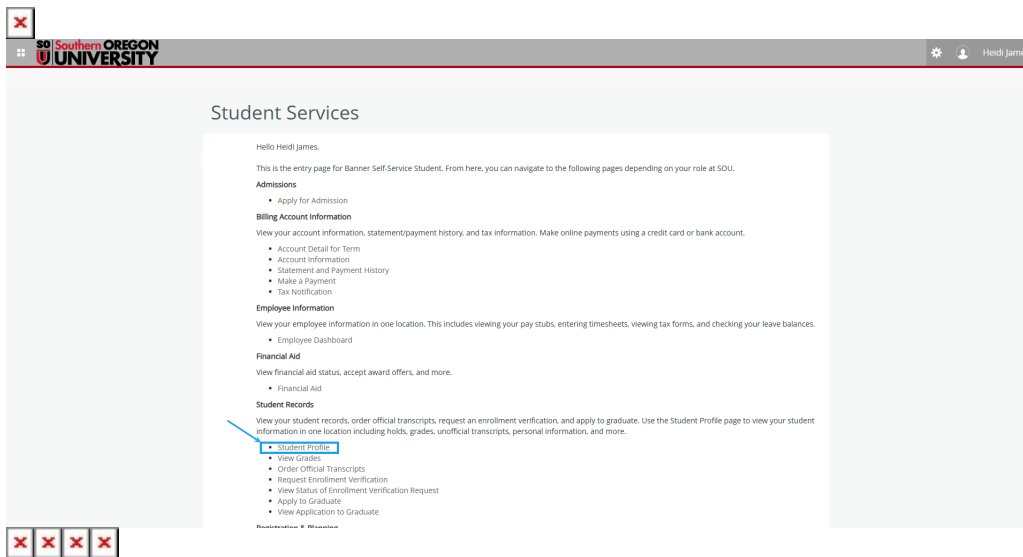
4. The link will take you to the Banner Self-Service for ASC Faculty & Former Employees/Students webpage. This page will give multiple options for different account types:
 1. Employees
 2. Faculty
 3. Students



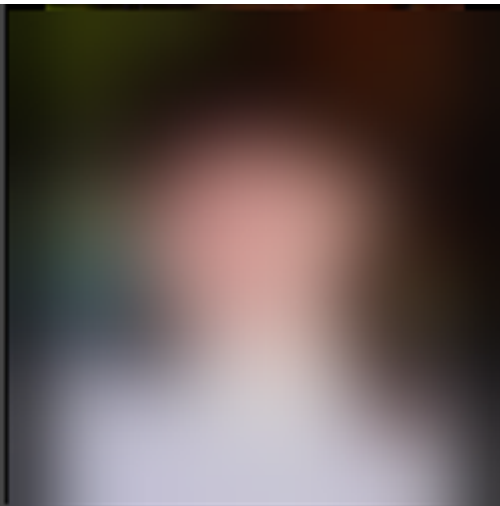
5. Click the corresponding link for your account type (i.e. former students go to the student section, etc.)

6. Sign into the Former Student portal using your school 940# or SSN and pin

7. On the Student Services page, select the Student Profile link under Student Records.



8. This will open your student profile, click Academic Transcripts in the menu on the left



Heidi James

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Application to Graduate

Registration and Planning

View Grades

Personal Information

9. On the new windows, select the transcript level (i.e. graduate, undergraduate, etc.) and transcript type (SOU Unofficial Transcript)

SO Southern OREGON UNIVERSITY

Student • Academic Transcript

Academic Transcript

Transcript Level

Transcript Type

Undergraduate

SOU Unofficial Transcript

Submit

10. 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 you have any questions or concerns, contact the Help Desk at (541) 552-6900 or helpdesk@sou.edu. To see their current hours, visit <https://it.sou.edu/need-it-assistance/>.

Comment (1)

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AA Asher Astrum

6 years ago

Please add a section on how to print unofficial transcripts