

ONE.UF: HOW TO OBTAIN A PDF COPY OF AN UNOFFICIAL TRANSCRIPT

This instruction guide will walk you through the process a student goes through to generate a PDF unofficial transcript.

****The steps below are for use in the Google Chrome browser.****

NAVIGATION

Students will use the following navigation to log into ONE.UF:

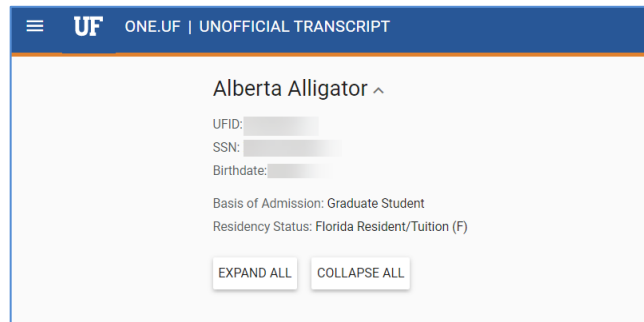
1. Go to <https://one.uf.edu>.
2. Click **LOG IN**.
3. Click **Log in with GatorLink**.
4. Enter GatorLink Username and Password.
5. Click the **LOG IN** button.
6. Click **Transcripts**.
7. Click **Unofficial Transcript**.

OR GO TO: <https://one.uf.edu/transcript/>

PROCESS

Students will use the following steps to generate a PDF unofficial transcript

1. Click the **caret** to the right of name, to expand identifying information:



2. Click **EXPAND ALL** to show detailed term information:

The screenshot shows a user profile for 'Alberta Alligator'. The header includes a menu icon, the UF logo, and the text 'ONE.UF | UNOFFICIAL TRANSCRIPT'. The profile information includes: UFID, SSN, and Birthdate (all redacted with grey bars); Basis of Admission: Graduate Student; and Residency Status: Florida Resident/Tuition (F). At the bottom of the profile section are two buttons: 'EXPAND ALL' (highlighted with a green box) and 'COLLAPSE ALL'.

3. Click the **caret** beside *Total Hours* to display additional term statistics:

The screenshot displays the 'Undergraduate and/or Certificate Record' page. It lists two degrees: Bachelor of Science in Biology (Pre-Professional) and Bachelor of Science in Chemistry (Biochemistry), both from The College of Liberal Arts and Sciences. Summary statistics include: UF CUM Undergraduate and/or Certificate GPA: 2.61; UF CUM Grade Points: 34.00; UF CUM Hours Carried: 13.00; Total Hours: 7.00; UF CUM Hours Earned: 7.00; and Transfer Hours: 0.00. A green box highlights the 'Total Hours: 7.00' entry, which has an information icon and a caret (^) next to it. Below this is a section for 'Fall 2017' with details for the College of Liberal Arts and Sciences and Undergraduate level.

4. Go to Chrome's printer menu by using the menu OR **CTRL+P** OR **Command+P** OR **right-click and click Print:**
 - a. Ensure that "Save as PDF" is the selected *Destination*, then click **Save**.

The screenshot shows a web browser window displaying a student transcript for Alberta Alligator. The transcript details include two Bachelor of Science degrees: one in Biology with a Pre-Professional emphasis, and another in Chemistry with a Biochemistry emphasis. It also lists cumulative GPA (2.61), total hours (7.00), and various other academic metrics. A print dialog is overlaid on the right side of the page, showing options for destination (Save as PDF), pages (All), and layout (Portrait). The dialog also includes 'Save' and 'Cancel' buttons at the bottom.

5. Follow your computer's print dialog to select a destination (such as your Desktop, Documents folder, or Downloads folder).