**VIEW UNOFFICIAL TRANSCRIPTS**

This instruction guide walks you through viewing unofficial transcripts in myUFL.

**NAVIGATION**

Use the following navigation within myUFL:

1. Click the **Navbar**
2. Click **Student Information System**
3. Click **Campus Community**
4. Click **Student Services Center**

**PROCESS**

1. On the new Student Center tab, select **Transcript: View Unofficial** from the other academic... dropdown menu
2. Click the **>>** button.

3. In the Report Type field, select **Unofficial Transcript**.
4. Click the **View Report** button.
   a. **Note**: The transcript will open in a new tab or window. Turn off your pop-up blocker or allow for pop-ups from myUFL.

**FOR ADDITIONAL ASSISTANCE**

- **Technical Issues**
  - The UF Computing Help Desk
  - 352-392-HELP
  - helpdesk.ufl.edu

- **Policies and Directives**
  - Office of the University Registrar
  - 352-392-1374
  - registrar.ufl.edu