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:*

GO TO: https://one.uf.edu/transcript/

OR

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**.

PROCESS

Students will use the following steps to generate a PDF unofficial transcript
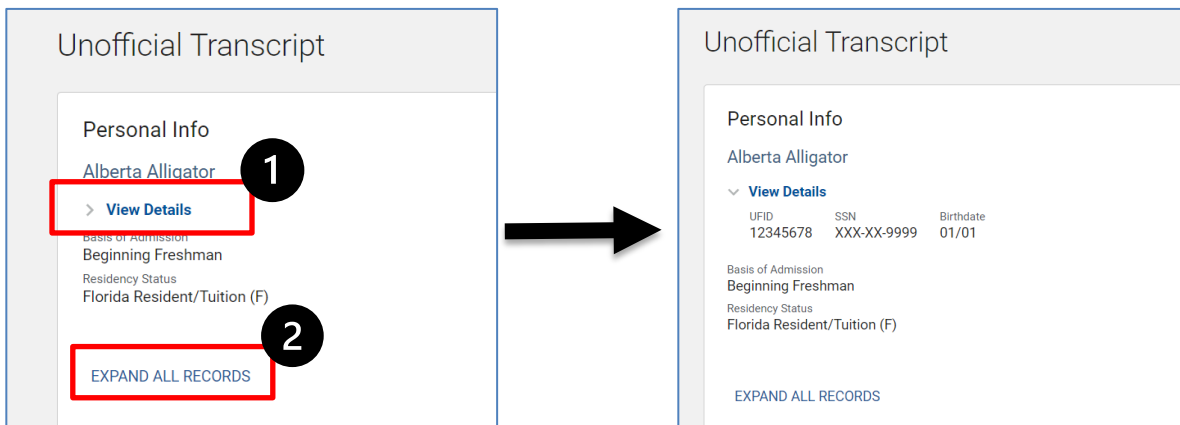
1. Students may elect to click the following
   i. Click **View Details** to view info such as UFID, Last 4 of SSN, and MM/DD of birthday
   ii. Click **EXPAND ALL RECORDS** to show detailed term information

2. Go to Chrome's printer menu
    i. **CTRL+P** (Windows) OR
    ii. **Command+P** (MacOS) OR
    iii. **Right-click** and click **Print…**

3. Ensure that "Save as PDF" is the selected *Destination*, then click **Save.**
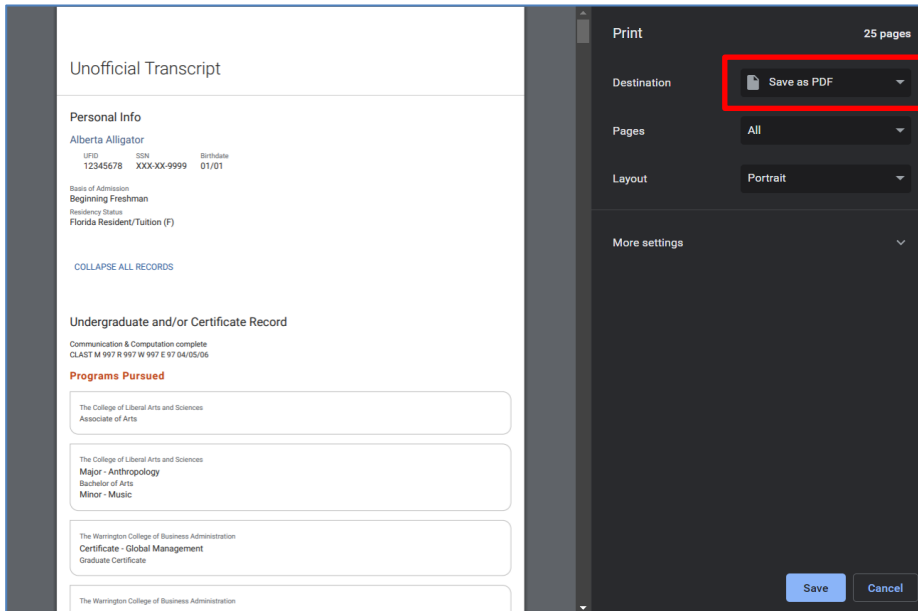
4. Follow your computer's print dialog to select a destination (such as your Desktop, Documents folder, or Downloads folder).
    i. Click **Save**