PRINTING TRANSCRIPTS FOR STUDENTS WITH HOLDS

This instruction guide walks you through the process of printing transcripts for students with holds. The UF_SR_REQ_TRNS_REPORT is available for campus users to request in order to see UF Unofficial Transcripts.

NAVIGATION

Use the following navigation in myUFL:

1. Click the NavBar
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Transcripts
6. Click Request Transcript Report

PROCESS

1. Click the Add New Value tab
2. On the first tab, Transcript Request Header, enter the following information:
   a. Institution: UFLOR
   b. Transcript Type: UNOFF
   c. Override Service Indicator: Checked
      i. Leave the rest as defaulted:
         1. Number of copies: 1
         2. Future release: Immediate Processing
         3. Request Reason: blank
         4. Cancel Request: unchecked
3. On the next tab, Transcript Request Detail, enter the following information:
   a. ID: Student’s UFID
      i. Note: you may add a row by clicking [+] and add another student
4. Click on Process Request
   a. Note: The Send To button will change to View Report.
   b. Note: If you forgot to check Override Service Indicator on the previous page, and the student has one, then the Send To button will become gray.
5. Click on View Report to view the student’s Unofficial Transcript.
   a. Note: if changes are made and this page is still open, you may press the Process Request button again to regenerate the transcript.

FOR ADDITIONAL ASSISTANCE

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

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