

## 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](http://helpdesk.ufl.edu)

### Policies

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)