

## VIEW UNOFFICIAL TRANSCRIPTS

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

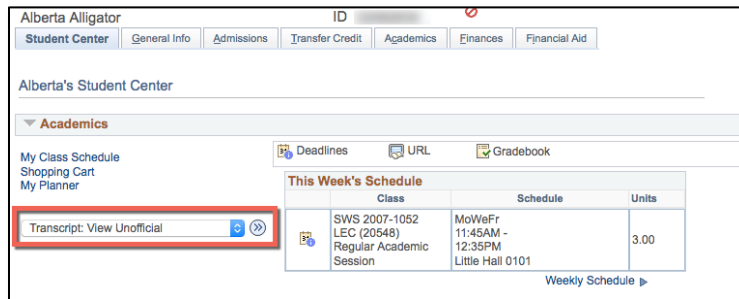
### NAVIGATION

Use the following navigation within myUFL:

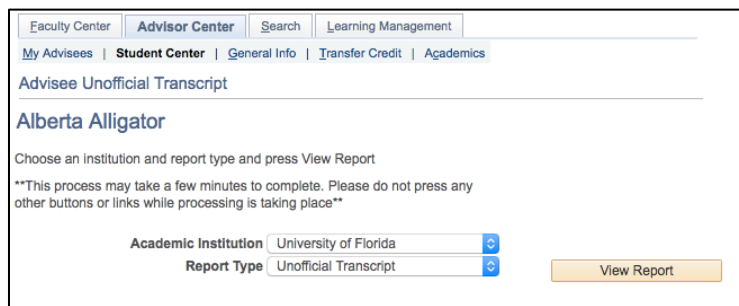
1. Click the **Navbar**
2. Click **Student Information System**
3. Click **Campus Community**
4. Click **Student Services Center**

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

#### Policies and Directives

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