# **UF** Human Resources UNIVERSITY of FLORIDA

## **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.

Alberta Alligator		ID	0		
Student Center General Info Admissions	Transfe	r Credit Academics	<u>F</u> inances	Financial Aid	
Alberta's Student Center					
Academics					
My Class Schedule	🚯 Deadlines 🛛 🔲 URL		Gra	adebook	
Shopping Cart My Planner	This Week's Schedule				
		Class		Schedule	Units
Transcript: View Unofficial 💿 🛞	8	SWS 2007-1052 LEC (20548) Regular Academic Session		0101	3.00
Weekly Schedule					

- 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