

Step 1: Log in to your MyHPU Portal

Note: If you do not see the link to view unofficial transcripts on your home page, then you will need to add the Transcript card to your home page. If the Academic Transcript Card is on your home page, then skip to step 4.

Step 2: Scroll to the bottom of your home page, and click on "Discover More"

Step 3: Locate the "Academic Transcripts" card, then click on the bookmark icon on the top right corner of the card to add it to your home page.

Step 4: Locate the Academic Transcripts card on your home page, then click on the link found under "Unofficial Transcripts Printable".





Step 5: Select your Level (undergraduate or graduate) and click on <u>Submit</u>.

• Note: Selecting "All Levels" will combine courses you have taken in all degree levels (undergraduate, graduate, or EFP)

Display Transcript - Select Level and Type
Home > Student Services and Financial Aid > Student Records > Academic Transcript
Select the transcript level and transcript type, then click Display Transcript.
Selecting "All Levels" will combine courses you have taken in all degree levels (undergraduate, gra separately by level.
Transcript Level: All Levels
Transcript Type: Unofficial Web Transcript 🔻
Submit

Step 6: $\underline{Ctrl + P}$ to open print screen. Then change Printer Destination to <u>Save as PDF</u>.

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