

## **How to Save Unofficial Transcripts**

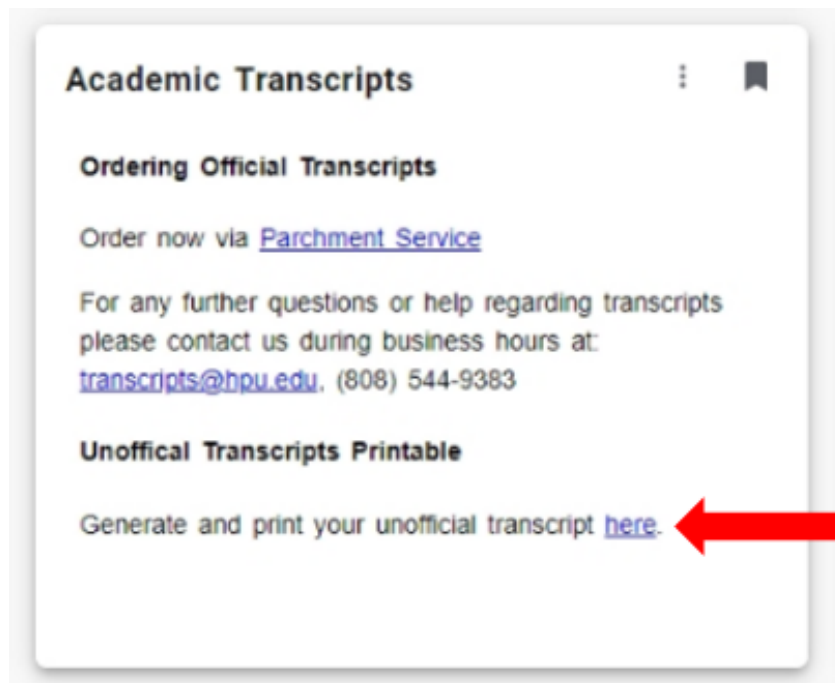
**Step 1:** Log in to your MyHPU Portal

*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 Submit.

- **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.

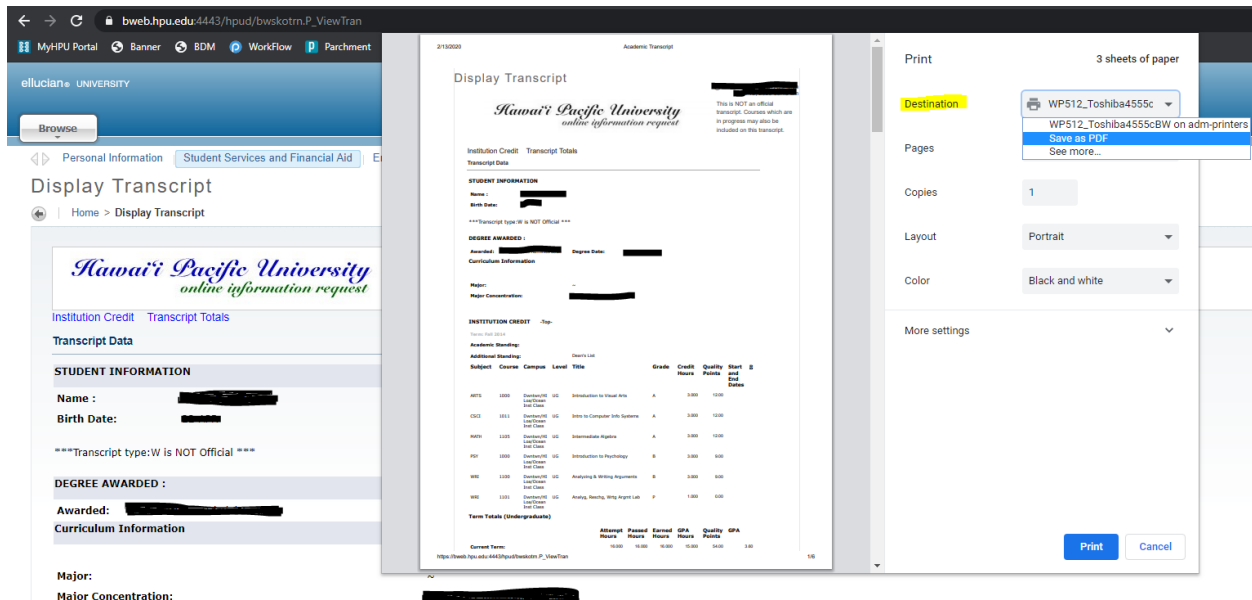
Selecting "All Levels" will combine courses you have taken in all degree levels (undergraduate, gra separately by level.

Transcript Level:

Transcript Type:

**Submit**

**Step 6:** Ctrl + P to open print screen. Then change Printer Destination to Save as PDF.



The screenshot shows the 'Display Transcript' page on the Hawaii Pacific University website. The page displays student information, degree awarded details, and a table of institution credit courses. A print dialog box is open on the right side of the screen, showing the printer destination set to 'Save as PDF'.

Subject	Course	Section	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ARTS	1000	0000000000	UG	Introduction to Visual Arts	A	3.000	10.000	
CSIS	1001	0000000000	UG	Intro to Computer Info Systems	A	3.000	10.000	
ARTH	1000	0000000000	UG	Introduction to Art	A	3.000	10.000	
PSY	1000	0000000000	UG	Introduction to Psychology	B	3.000	9.000	
WRIT	1000	0000000000	UG	Writing & Writing Requirements	B	3.000	9.000	
WRTG	1000	0000000000	UG	Writing, Rhetoric, and Argument Lab	F	1.000	10.000	

Summary Table:

Attempt Hours	Passed Hours	Failed Hours	GPA Hours	Quality Points	GPA
10.000	10.000	0.000	10.000	36.000	3.60