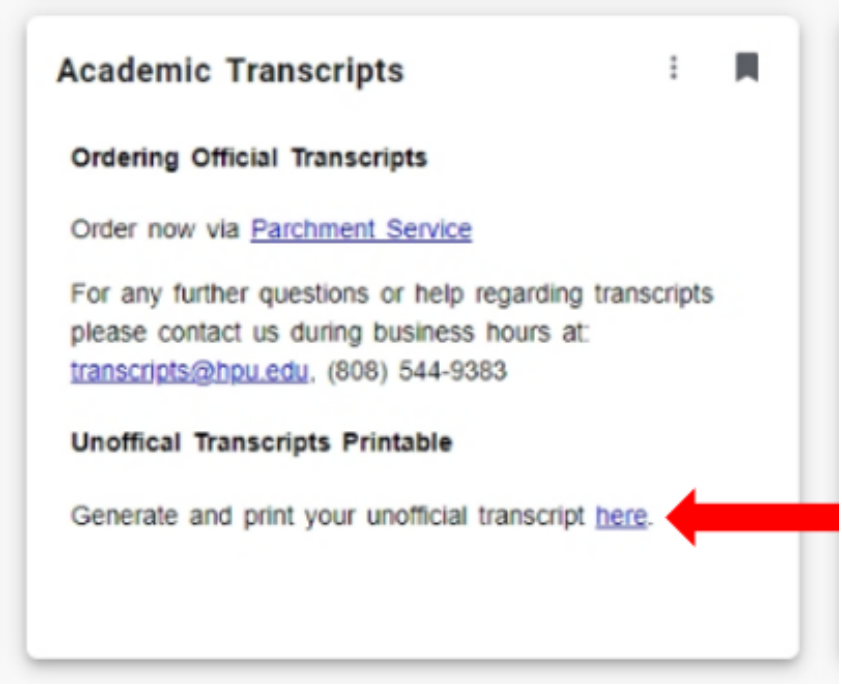
How to Save Unofficial Transcripts

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"

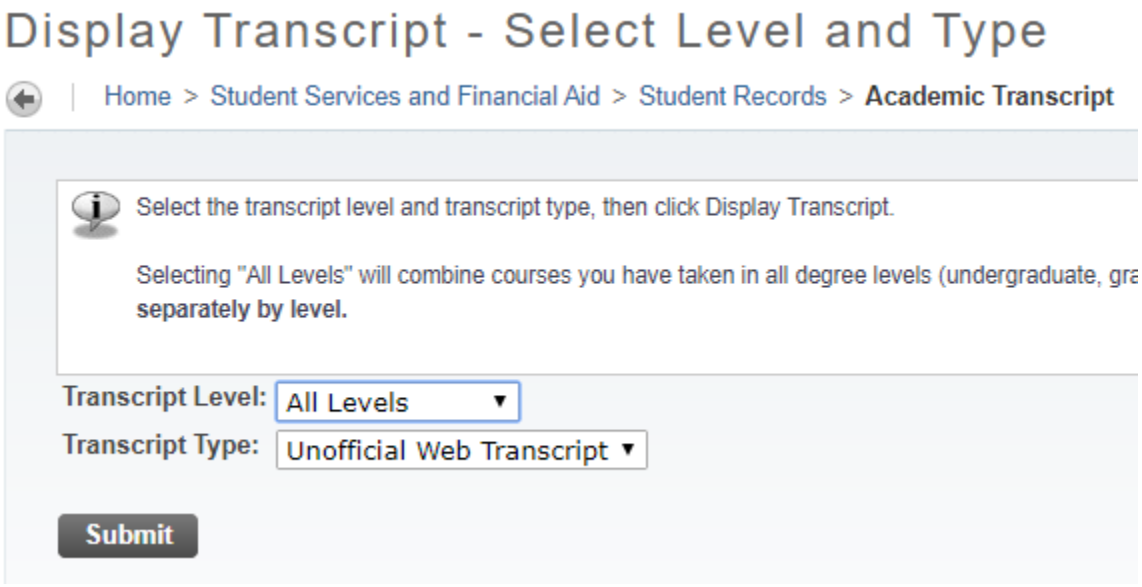
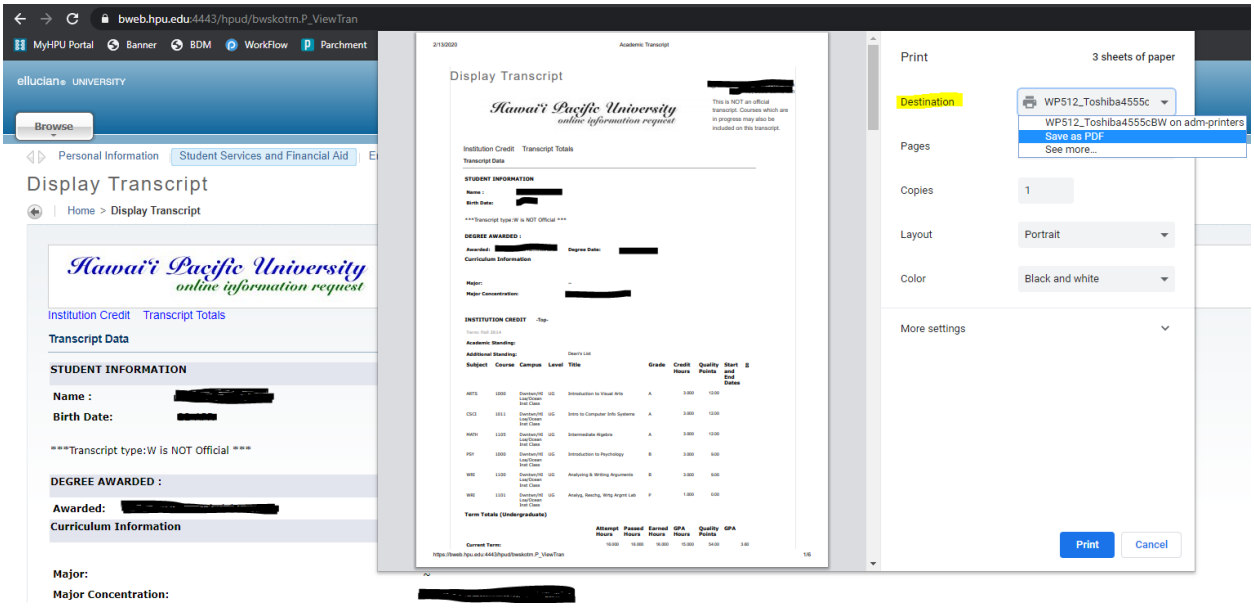
Step 3: Locate the "Academic Transcripts" card, then click on the bookmark icon on the top right corner of the card to add it to your home page.

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)



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