
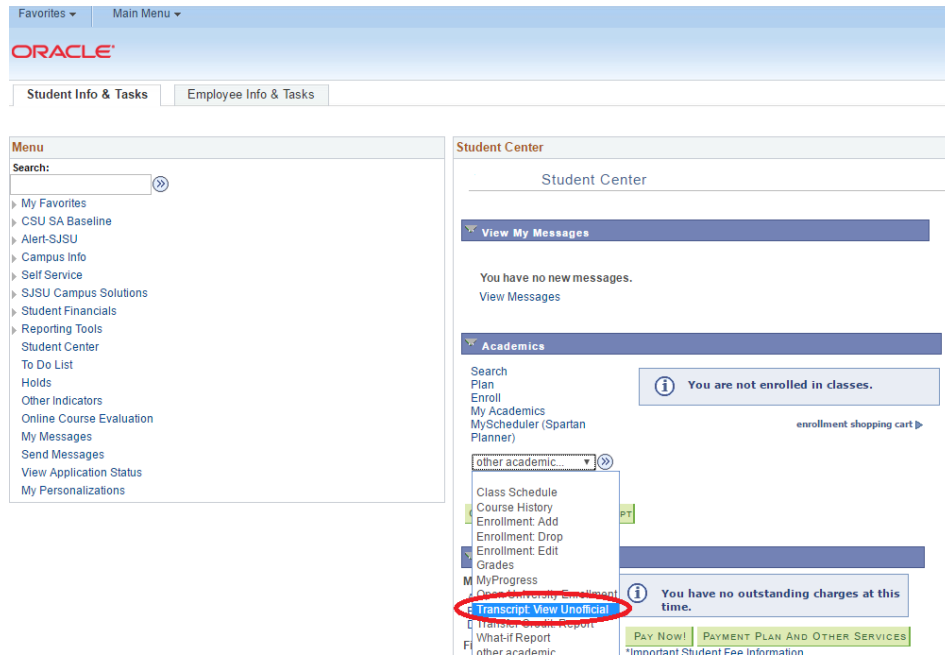


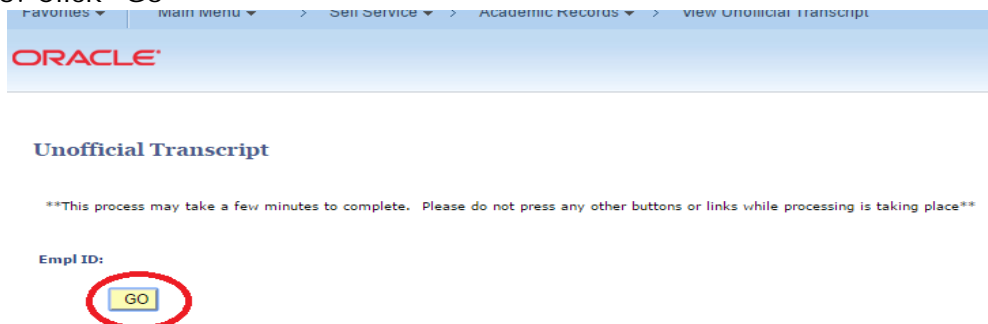
Instructions to Print/Save Unofficial Transcript

1. Log into MYSJSU Account ([Link](#))
2. On the home page, find the Academics section
3. Select the drop-down menu and select "Transcript: View Unofficial"
4. Click the 



The screenshot shows the Oracle Student Center interface. On the left, there is a 'Menu' section with a search bar and a list of navigation options. The 'Academics' section is expanded, showing options like 'Class Schedule', 'Course History', and 'Transcript: View Unofficial'. The 'Transcript: View Unofficial' option is circled in red. A red circle also highlights the arrow icon next to the search bar in the menu. The main content area shows 'View My Messages' and 'Academics' sections with various links and notifications.

5. Click "Go"



The screenshot shows the 'Unofficial Transcript' page. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Self Service > Academic Records > View Unofficial Transcript'. Below this is the Oracle logo and the title 'Unofficial Transcript'. A message states: '**This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place**'. Below the message is the 'Empl ID:' label and a text input field. The 'GO' button is circled in red.

6. Print the transcript or Save as PDF format

- *Make sure name and ID# shows on transcript.
- *If it prints multiple pages, it will still be accepted.
- *Make sure it is readable format.