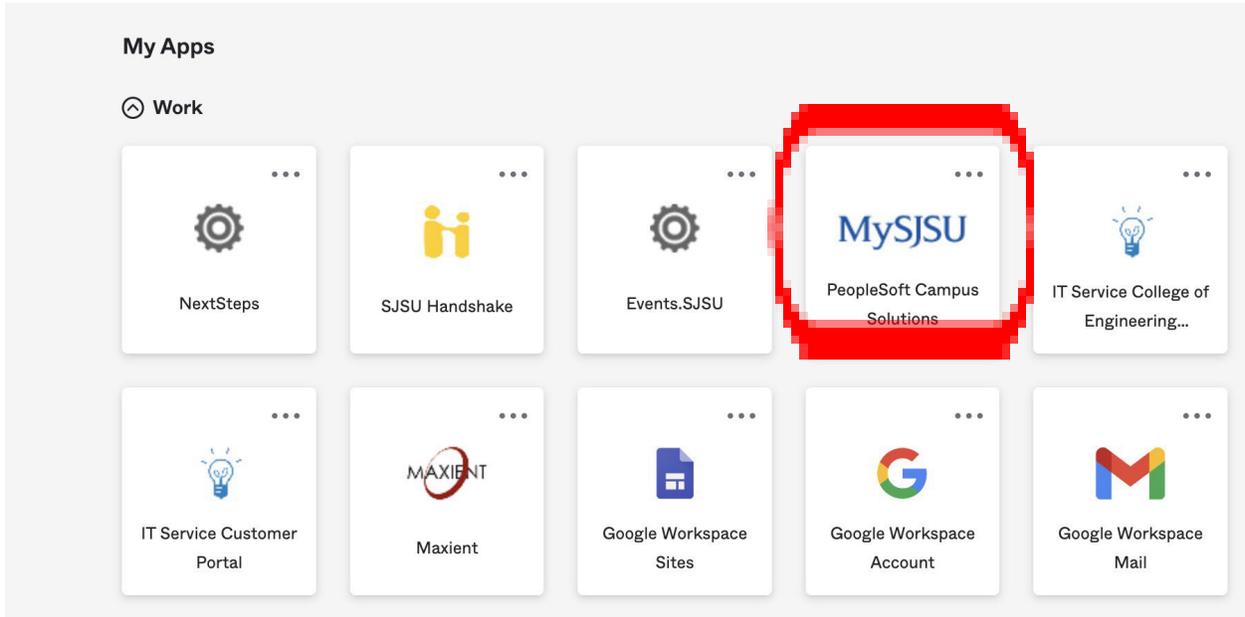


Instructions to Print/Save Unofficial Transcript

1. Log into MYSJSU Account ([Link](#))
2. Click PeopleSoft Campus Solutions



3. You will view the following page:

The screenshot shows the SJSU Student Center dashboard. The 'Academics: Records' link in the left sidebar is highlighted with a red box. The main content area shows the 'Spring 2024 Schedule' table.

CLASS	SCHEDULE
CS 216-01 SEM (29704)	TuTh 10:30AM - 11:45AM Clark Building 238

Other visible elements include '2 Unread Messages', 'No Holds', 'No To Dos', '1 Other Indicators', 'Enrollment Shopping Cart', 'Enrollment Dates', 'Enrollment Appointment', 'General Information', 'SJSU Financials', and 'Important Links'.

4. Click 'Academics: Records' in the dropdown menu select 'View Unofficial Transcript'.

The screenshot shows a student portal interface. On the left is a navigation menu with the following items: 'Holds', 'To Do List', 'Make a Payment', 'Academics: Enrollment', 'Academics: Records' (circled in red), 'MyProgress', 'MyPlanner', 'MyDegree Tracker', 'My Course History', 'View What-if Report', 'View My Grades', 'View Unofficial Transcript' (circled in red), 'View Transfer Credit Report', 'View PDC Unofficial Transcript', and 'Finances'. The main content area is divided into two sections: 'Academics' and 'Finances'. The 'Academics' section includes a 'Spring 2024 Schedule' table and an 'Enrollment Shopping Cart' button. The 'Finances' section includes an 'Account Summary (See * link below)' with two bullet points: 'Due Now 0.00' and 'Future Due 0.00'.

CLASS	SCHEDULE
CS 216-01 SEM (29704)	TuTh 10:30AM - 11:45AM Clark Building 238

Enrollment Shopping Cart

Finances

Account Summary (See * link below)

- Due Now 0.00
- Future Due 0.00

3. Click 'Go'

The screenshot shows the 'Unofficial Transcript' page. At the top is a blue header with the text 'Unofficial Transcript'. Below the header is a user icon followed by the text 'Student name'. A note reads: '**This process may take a few minutes to comp'. Below the note is the text 'Empl ID:'. At the bottom of the page is a blue button with the text 'GO', which is circled in red.

Unofficial Transcript

Student name

**This process may take a few minutes to comp

Empl ID:

GO

You will see your unofficial transcript in the following format:

San Jose State University

STUDENT NAME: **Student name**

STUDENT NUMBER: **Student ID**

BIRTH MO/DAY:

DATE PRINTED: 12/15/2023

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GRADUATE RECORD

DEGREE OBJECTIVE:

Graduate requirements not yet completed

EXTERNAL DEGREE

BEN MARCH 2021

FALL SEMESTER 2022

MSD – Masters Degree

MAJOR: MS Computer Science

			UA	UG	UE	GR	GP	GPA
CS	157C	NoSQL	3.0	3.0	3.0	A	12.0	
CS	200W	Grad Tech Writing	3.0	3.0	3.0	A	12.0	
CS	271	Top Machine Learn	3.0	3.0	3.0	A	12.0	
	SEMESTER TOTAL:		9.0	9.0	9.0		36.0	4.000
	SJSU CUM:		9.0	9.0	9.0		36.0	4.000
	ALL COLLEGE:		9.0	9.0	9.0		36.0	4.000

SPRING SEMESTER 2023

UA UG UE GR GP GPA

4. 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 in readable format.