

Self Service: Student

View My Unofficial Transcript

Students are able to use self-service to view, print and/or save in .pdf format an unofficial copy of their transcript.

Note: Prior to commencing this procedure, set the browser to allow pop-ups.

	Note: Parts of images may be obscured for security reasons.					
Step	Action					
1.	 Enter <u>https://home.cunyfirst.cuny.edu</u> in your browser's address bar: Enter your Username and Password and click the O Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 					
2.	Navigate to: Self Service > Student Center					
3.	Name Student Center ✓ Academics Image: Constraint of the state of					
	I Enrollment Verification Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap Exam Schedule Grades Transcript: View Unoffic Transfer Credit: Report other academic					
	Transcript: View Unofficial and then click the 🧼 Go icon.					



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4.	View Unofficial Transcript					
	Choose an institution and report type and press View Report **this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**					
	Academic Institution Queens College					
	Report Type STUDENT UNOFFICIAL TRAN - view report					
	Information For Students This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website.					
	VIEW ALL REQUESTED REPORTS					
	On the View Unofficial Transcript page, click the Academic Institution dropdown arrow; and then select the correct college or school.					
5.	Click the Report Type dropdown arrow; and then select STUDENT UNOFFICIAL TRANSCRIPT .					
6.	Click the view report button.					



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Quick Reference Guide

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