

Campus Connection User Tutorial

Viewing and Printing Academic Transcripts

1. Log on to the Portal
2. Use the following navigation: **Records and Enrollment > Transcripts > Transcript Request**
3. Click on [Add a New Value](#)

Transcript Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Report Request Nbr: begins with [] []

ID: begins with [] []

Academic Institution: begins with [] NDSU1 []

Transcript Type: begins with [] []

User ID: begins with [] kmccormick []

Request Date: = [] []

Future Release: = [] []

Term: begins with [] []

Requested Print Date: = [] []

First Name: begins with [] []

Last Name: begins with [] []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

4. Select Institution: **NDSU1**
5. Select Transcript Type. Select UNOF for an unofficial transcript or ADVIS for an academic advising report.

Note: The ADVIS option will include all standard transcript information with an additional section detailing degree audit requirements and transfer credit.

6. Select [Request Detail](#) tab

Request Header **Request Detail** **Report Results** **Report Errors**

Report Request Nbr: 000000000 **Request Date:** 06/17/2008 **User ID:** kmccormick

***Institution:** [] North Dakota State University

***Transcript Type:** []

Freeze Record

Override Service Indicator

***Output Destination:** [] Page

Number of Copies: [] 1

Future Release: [] Immediate Processing

Academic Career: []

Term: []

Print Date: [] 06/17/2008

Request Reason: []

Cancel Request

Save **Add** **Update/Display**

- Enter student ID Number, and click on **Process Request**. The transcript will appear on the screen.

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 On Request

Transcript Type: On Request

Process Request

Print

Report Manager

Find | View All | First 1 of 1 Last

'Seq Nbr' 'ID'

1

Send

Save Add Update/Display

Request Header | Request Detail | Report Results | Report Errors

- To obtain a printable view of the transcript, first click the "Print" button. This will prepare the printable PDF file.

Request Header | Request Detail | Report Results | Report Errors

Seq Nbr: 1

ID: 1234567 Ima Bison

Student Copy Transcript

Print Date : 2008-06-18

Name : Ima Bison

Student ID: 1234567

Address : 123 Main Street
 Fargo, ND 58103
 United States

Print

Report Manager

- Click on the "Report Manager" hyperlink for the status of the transcript.

Administration Archives

View Reports For

User ID: imccormick Type: [] Last: 1 Days Refresh

Status: [] Folder: [] Instance: [] to: []

Report List Find | View All | First 1-4 of 4 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
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- Periodically click the "Refresh" button. When finished processing, a hyperlink to the transcript files will appear on this screen.

Administration Archives

View Reports For

User ID: imccormick Type: [] Last: 1 Days Refresh

Status: [] Folder: [] Instance: [] to: []

Report List Find | View All | First 1-5 of 5 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3915	1782493	Transcript	06/18/2008 9:42:11AM	Acrobat (*.pdf)	Posted	Details

- To access the transcript files, click on the "Details" hyperlink.

Report Detail

Report

Report ID: 3915 **Process Instance:** 1782493 [Message Log](#)
Name: SR777--- **Process Type:** Crystal
Run Status: Success

Transcript

Distribution Details

Distribution Node: PSREPORTS **Expiration Date:** 07/03/2008

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
CRW_SR777---_1782493.log	0	06/18/2008 9:42:46.000000AM CDT
SR777---_1782493.PDF	87,489	06/18/2008 9:42:46.000000AM CDT
pssqltrace.trc	509	06/18/2008 9:42:46.000000AM CDT

Distribute To

<u>Distribution ID</u>	<u>Type</u>	<u>Distribution ID</u>
User		kmccormick

- Click on the hyperlink with the PDF file extension and the printable transcript will be opened in a new browser window.
- If desired, print the transcript through your browser's menu bar.