How to Run a Transcript

1. Login to Campus Connection
2. Choose Records and Enrollment>Transcripts>Request Transcript Report
3. Click “Add a New Value” tab

4. Choose ‘ADVIX’ for an advising transcript or ‘UNOFX’ for an unofficial transcript and ‘Immediate Processing’ under Future Release dropdown
5. Click “Transcript Request Detail” tab. Enter the student’s EMPLID or use lookup icon to find EMPLID. Click Process Request button.

Tip: to process multiple transcripts at a time, click which will add a row, then enter the next student’s EMPLID.
6. Once processed, click View Report link. The transcript will pop up in a new window.