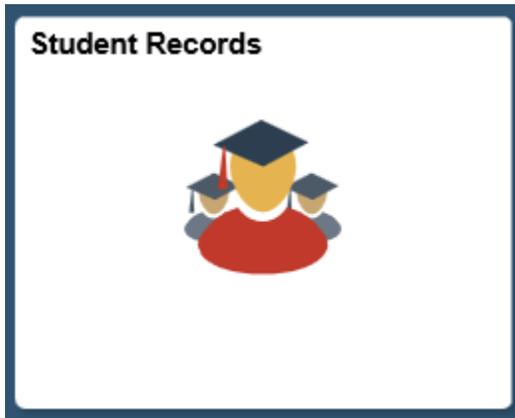


How to Run a Transcript

1. Login to Campus Connection.
2. Click the Student Records Tile.



3. Click Request Transcript Report.

 Request Transcript Report

4. Click the "Add a New Value" tab.

Request Transcript Report

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

▼ Search Criteria

Report Request Nbr	begins with ▼	<input type="text"/>
ID	begins with ▼	<input type="text"/> 
Academic Institution	begins with ▼	<input type="text"/> 
Transcript Type	begins with ▼	<input type="text"/> 
User ID	begins with ▼	<input type="text"/>
Request Date	= ▼	<input type="text"/> 
Future Release	= ▼	<input type="text"/> ▼
Term	begins with ▼	<input type="text"/> 
Requested Print Date	= ▼	<input type="text"/> 
First Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>

Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)

- Choose 'ADVIX' for an advising transcript or 'UNOFX' for an unofficial transcript, and 'Immediate Processing' under Future Release dropdown.

Report Request Nbr: 000000000 Request Date: 09/29/2020 User ID: celeste.hauser

Request Attributes

*Institution: MISU1 Minot State University

*Transcript Type: ADVIX Advising XML Transcript

Freeze Record

Override Service Indicator

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 09/29/2020

Request Reason:

Cancel Request

Save

Add

Update/Display

- Click "Transcript Request Detail" tab. Enter the student's ID or use lookup icon to find ID. Click Process Request button.

Tip: to process multiple transcripts at a time, click  which will add a row, then enter the next student's ID.

Report Request Nbr: 000000000 On Request

Transcript Type: UNOFX Unofficial XML Transcript

Process Request

Print

Report Manager

*Seq Nbr	*ID	Name	Number of Copies			
1	<input type="text"/>		1	Send To		

Save

Add

Update/Display

7. Once processed, click View Report link. The transcript will pop up in a new window or tab.

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 008331345 Completed [Process Request](#)
Transcript Type: UNOFX Unofficial XML Transcript [Print](#)

Report Manager

*Seq Nbr	*ID	Name	Number of Copies			
1			1	Send To	View Report	+ -

[Save](#) [Add](#) [Update/Display](#)

Transcript Request Header | Transcript Request Detail | Report Messages