



Print SMART Sheets or Transcripts (Cheat Sheet)

Basic Navigation

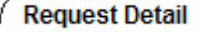
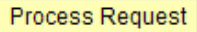
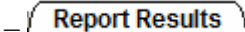
Home > Records and Enrollment > Transcripts > Transcript Request

Printing a Transcript or Smart Sheet

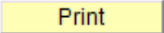
Request header tab

1. Click on the  tab. This will take you to the  tab.
2. Institution: Select "USM01"
3. Transcript Type: Select appropriate choice
 - ACA01: SMART sheet with enrollment
 - ACA10: SMART sheet
 - ACA11: Degree audit with enrollment used for degree audits
 - ACA12: Degree audit without enrollment used for degree audits
 - GRD11: Graduate advisement transcript
4. Output Destination: Select "Printer"
5. Future Release: Select "Immediate Processing"

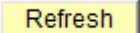

Request detail tab

1. Click on the  tab.
2. ID: Enter student's ID number
3. Tab after entering ID to verify the student's name.
4. Click on the  button. This will move automatically to the next tab .

Report results tab

1. Click on the  button. It should display "Saved" in the top-right corner.
2. Click on the [Report Manager](#) link.

Report manager and print process

1. Click on the  button until you see "Posted" in the Status column. Click on the blue [transcript](#) link the "Description" column.
 2. A new window will appear.
- NOTE: Turn off all pop-up blockers!!!!
3. Use the "zoom" feature to enlarge the view.
 4. Use the  button to print.