



## View and/or Print Unofficial Transcript (CHEATSHEET)


### ***Basic Navigation***

Home > Self Service > Student Center

### ***Step 1: Choose Report to Run***

1. Choose “Unofficial Transcript” using the  box.
2. Click on the  button.

### ***Step 2: Define Report Parameters***

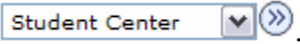


1. Academic Institution:       Select “Univ of Southern Mississippi.”
2. Report Type:                 Select “SOAR Unofficial Student Copy.”
3. Click on the  button.

**\*\*NOTE:** The system will automatically begin the report process. This means it will display “Processing” for a while. Please be patient and do not press other buttons until the unofficial transcript displays.

### ***Step 3: View or Print Report***

You can either view the unofficial transcript or you can print it.

To view:

- a. View until you heart’s content.
- b. Click on the [Return](#) link at the top or bottom of this report to return to previous page.
- c. On this page, select location where you want SOAR to go using the drop-down box  .
- d. Click the  button.

To print:

- a. In SOAR, choose to “Print Preview.”
- b. Be sure the content field is set to “Only the selected frame.”
- c. Choose to print.