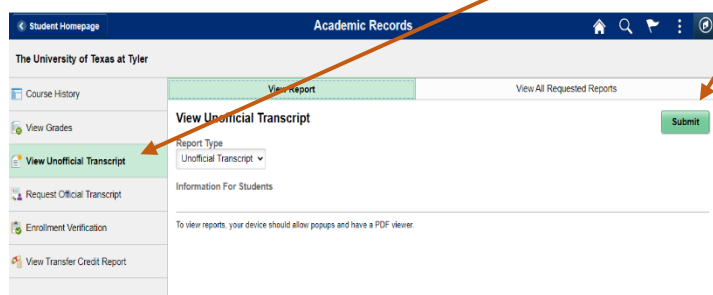


Viewing Unofficial Transcript



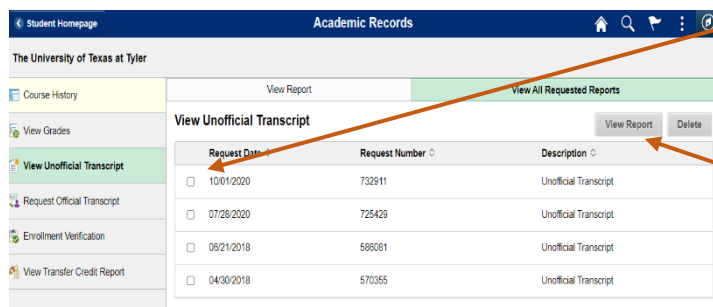
• When in your MyUTTyler Student Homepage, select the Academic Records tile.

• Select “View Unofficial Transcript” from the left-hand menu.



• You will notice that unofficial is the only option in the drop-down menu. Select the “Submit” button on the right of the screen.

• Your unofficial transcript should open in a new tab. If your record does not automatically open, you can select the “View All Requested Reports” tab.



• You should see a record of all reports you have requested. Select the check box with today’s date.

• Make sure your Pop-up blockers are turned off and then select “View Report”. Your transcript will open and allow you to print or download.