

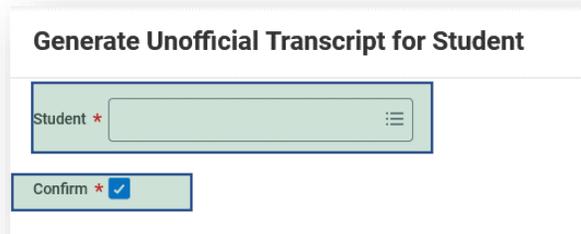
STAFF

Request Unofficial Transcript for Student

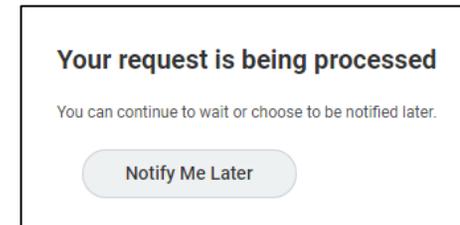
1. Instruct the student how to generate an unofficial transcript in Workday, advising them to reference the *Request an Unofficial Transcript* student job aid.
2. In the **search bar** from any screen in your Workday account, type *Generate Unofficial Transcript*.



3. Click *Generate Unofficial Transcript*.
4. Select the student of choice and checkmark **Confirm**.
5. Select **OK**.



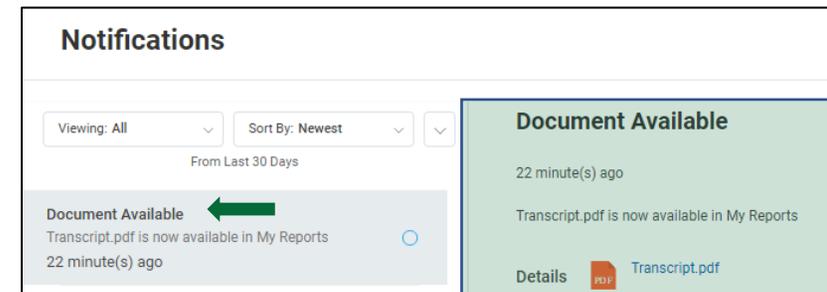
A pop-up message will indicate the request is being processed.



You'll review an email in your PSC inbox indicating your *Transcript PDF* is now available via *My Reports* on Workday with a direct link.

- OR -

6. Click your bell notification in the top right-hand corner of the screen and view the available document by selecting the PDF.



7. You can then **download, print, or email** to the student.