PENSACOLA STATE COLLEGE

STAFF

Request Unofficial Transcript for Student

- 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*.

Q Generate Unofficial Transcript

(X)
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- 3. Click Generate Unofficial Transcript.
- Select the student of choice and checkmark Confirm.

Tasks and Reports Generate Unofficial Transcript

5. Select OK.



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

Your	request is b	eing processed
You can	continue to wait or cl	hoose to be notified later.
	Notify Me Later	

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.



Notifications				
Viewing: All v Sort By: Newest v	Document Available			
From Last 30 Days	22 minute(s) ago			
Document Available Transcript.pdf is now available in My Reports	Transcript.pdf is now available in My Reports			
22 minute(s) ago	Details Details Transcript.pdf			

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