Directions for students who want to save their unofficial transcript as a .pdf file:

1. Login to the SIS
2. In the left column, under **STUDENT**, click *Courses & Grades*
3. On the right side, above **Advisor**, click on the drop-down bar and switch from *Courses* to *Grades*. Then click the "Go!" button next to it.
4. Next to **Year/Term**, click on the drop-down bar and choose *All Years and Terms (Unofficial Transcript)*. Then click the "Go!" button next to it.
5. Choose "File" at the top of your screen and then click "Print".

For Google Chrome:

6. On the left column click the button labeled "Change" next to **Destination** and select *Save as PDF* under the **Local Destinations**. Click "Save".

For Safari or Firefox:

6. Select the drop-down bar labeled "PDF" and choose *Save as PDF…*

7. This will bring up a window for you to choose the name and destination directory of your file.
    a. **NOTE: IT IS ADVISED THAT YOU SAVE THIS FILE IN YOUR OWN DOCUMENTS FOLDER, NOT ON THE DESKTOP, ESPECIALLY IF YOU ARE USING A PUBLIC COMPUTER.**
8. Make sure to sign out of the SIS when you are finished (especially if using a public computer.)