



# HOW TO PRINT YOUR UNOFFICIAL TRANSCRIPT

(page 1 of 1)



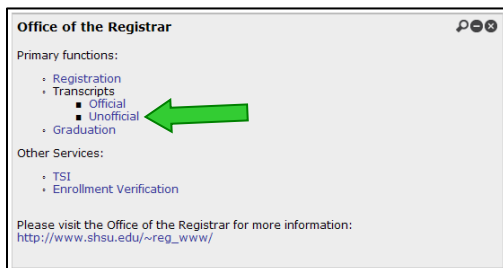
1. To begin, go to the Sam Houston home page at [www.shsu.edu](http://www.shsu.edu)

2. At the top of the screen, click the **My Sam** portal link.

*Note: If you have any trouble logging in, please contact the [IT@Sam Service Desk](mailto:IT@SamServiceDesk).*

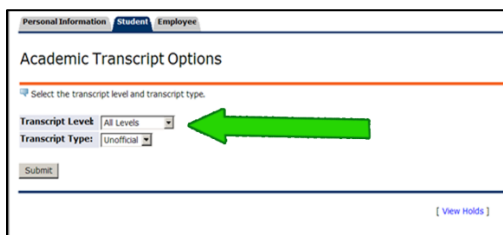


3. Once in the portal, click the **Campus Resources** tab.




4. In the **Office of the Registrar** channel, choose **Unofficial Transcripts**.

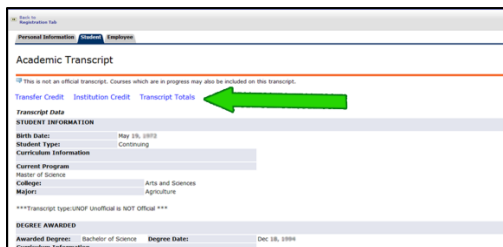
5. On the **Academic Transcript Options** screen, choose the **Transcript Level** and **Transcript Type**. Click the **Submit** button.



6. There will be three additional options for viewing information on your unofficial transcript: **Transcript Credit**, **Institutional Credit**, and **Transcript Totals**.

7. Use your internet browser print options to print a copy of your unofficial transcript.

*For Internet Explorer, either choose File from the top menu, and then choose Print from the drop down list; or use the print button at the top right of the screen .*



8. **Return to Menu** by clicking the link at the top right of the screen. Or you may **Logout** at this time.