



HOW TO PRINT YOUR UNOFFICIAL TRANSCRIPT

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1. To begin, go to the Sam Houston home page at 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).

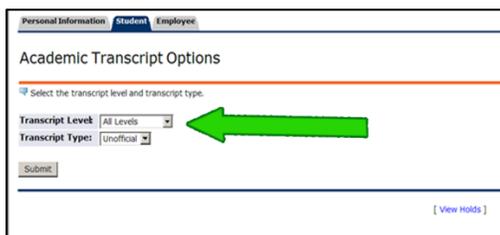


3. Once in the portal, click the **Campus Resources** tab.



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

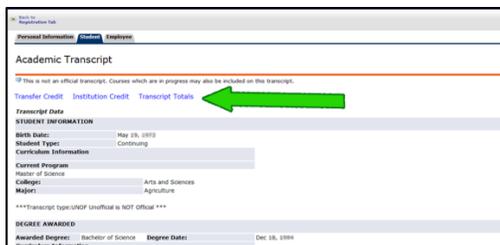
5. On the **Academic Transcript Options** screen, choose the **Transcript Level** and **Transcript Type**. Click the **Submit** button.



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.