

HOW TO PRINT YOUR UNOFFICIAL TRANSCRIPT

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- 1. To begin, go to the Sam Houston home page at <u>www.shsu.edu</u>
- 2. At the top of the screen, click the My Sam portal link.

Note: If you have any trouble logging in, please contact the <u>*IT@Sam Service Desk.*</u>

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

Office of the Registrar	P00
Primary functions:	
Registration Transcripts Official Unofficial Graduation	
Other Services:	
TSI Enrollment Verification	
Please visit the Office of the Registrar for more information: http://www.shsu.edu/~reg_www/	

Personal Information Student Employee	
Academic Transcript Options	
Select the transcript level and transcript type.	
Transcript Level Al Levels Transcript Type: Unofficial	
Submit	
	[View Holds]

Republican da Penand Information (Inform) Republican Academic Transcript												
							This is not an afficial transcript. Courses which are in progress may also be included on this transcript.					
							Transfer Credit Inst	itution Credit	Franscript Totals			
Transcript Data												
STUDENT INFORMATIO	ON											
Birth Date:	May 19	1972										
Student Type:	Continuing											
Curriculum Information												
Current Brossen												
Master of Science												
College:		Arts and Sciences										
Majori		Agriculture										
***Transcript type:UNO	Unofficial is NOT C	ffcal ***										
DEGREE AWARDED												
Awarded Degree: 8	achelor of Science	Degree Date:	Dec 18, 1994									
Curriculum Informatio												

- 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.