

To access an unofficial transcript via My Citadel Portal, follow the steps below:

1. On ***The Office of the Registrar*** card, click on “Student Registration Tools”
2. Click “View Unofficial Transcripts”
3. On the *Transcript Level* drop-down, select appropriate level
4. On the *Transcript Type* drop-down, select “Web Transcript”
5. *The PRINT icon is on the top-right corner. To save as a PDF – Click “Print”, and on the Printer drop-down, select “PDF” to save the file as PDF on your computer
6. Click **Save** (sometimes it may say **Print**) and then select a location on your hard drive to save the PDF of your transcript
7. Later you can open and print the saved file.