Job Aid - Student Records – Running an Unofficial Transcript
Arizona State University

Job Aid

for

Running Unofficial Transcripts in OASIS
Setting User Defaults

This only has to be done ONE TIME. Once it is saved, it will not be necessary to do this again prior to running an unofficial transcript.

Navigate to Set Up SACR>User Defaults

**STEP 1.** Click on the “User Defaults 4” tab.
- Make sure the “Carry ID” box is checked.
- Using the drop down menu, select an Output Destination of “Printer”.
- Choose a Transcript Type of “UNOFF”.
- SAVE.
Procedure to Run an Unofficial Transcript in OASIS

Navigate to the Transcripts Page: Records and Enrollment>Transcripts>Transcript Request

**STEP 1.** Click on the “Add a New Value” tab. The following page displays. Once user defaults are set, NO CHANGES ARE NECESSARY IF SIMPLY VIEWING OR PRINTING ONE TRANSCRIPT. PROCEED TO STEP 2.
STEP 2. Click on the Request Detail tab.

- Enter the Student ID and hit tab. The name of the student will display to the right of the box. Confirm that this is the correct student. If you have entered the wrong ID, simply type over the incorrect ID and tab out again.

- Click on the Process Request button. The “report results” (transcript) will display. (The screen shot displayed below is just the top portion of the transcript.)

**NOTE:** If you hit “Enter” instead of “Process Request”, the transcript will NOT display.
### Undergraduate Career Unofficial Transcript

**Arizona State University**

**Name:** Joe Student  
**Student ID:** 1234567890  
**Print Date:** 2007-04-12

- - - - - Beginning of Undergraduate Record - - - - -

#### 2006 Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>101-D First-Year Composition</td>
<td>3.00</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>REC</td>
<td>120-D Leisure/Quality of Life</td>
<td>3.00</td>
<td>0.00</td>
<td>W</td>
</tr>
<tr>
<td>SOC</td>
<td>101-D Introductory Sociology</td>
<td>3.00</td>
<td>3.00</td>
<td>C</td>
</tr>
<tr>
<td>SPA</td>
<td>201-D Intermediate Spanish</td>
<td>4.00</td>
<td>4.00</td>
<td>C</td>
</tr>
<tr>
<td>UNI</td>
<td>100-D Academic Success at the Univ</td>
<td>3.00</td>
<td>3.00</td>
<td>A</td>
</tr>
</tbody>
</table>

**TERM GPA:** 2.920  
**TERM TOTALS:** 19.00  
**Total:** 38.000

#### 2007 Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM</td>
<td>101-D Introduction to Chemistry</td>
<td>4.00</td>
<td>0.00</td>
<td>W</td>
</tr>
<tr>
<td>ENG</td>
<td>102-D First-Year Composition</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT</td>
<td>142-W College Mathematics</td>
<td>3.00</td>
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</tbody>
</table>
STEP 3. Print the transcript. Choose one of the three methods described below. The first two will be formatted differently than the 3rd option. See example displayed on pg. 5 for format of 1st two options. The 3rd option displays in a landscape format with an Arizona State University Header.

1. Click on File, then Print -OR-
2. Click on your printer icon -OR-
3. Click on the button in the upper right hand portion of the page. (This screen shot is only the upper portion). It will appear as though nothing has happened.
   - Click on Report Manager.
The following screen will appear.

- Notice the status. In this example, the status is “Processing”. If you get to this page too quickly, the page may be blank (no job displaying). Click refresh until the job displays. If, after a minute or two the job still doesn’t display, you may have forgotten to click the Print button on the previous page. Click “Go back to Transcript Request”, click “Print” and then click “Report Manager” again.
- Click the “Refresh” button until the status is “Posted”.
- Once “Posted”, the word “Transcript”, under the “description” heading, will become a link. (No need to Save)
- Click on the “Transcript” link to view the formatted transcript.

**NOTE:** The output file is a pdf file; you must have Adobe to view it.
- To print, click on your printer icon or click on “File”, then “Print”.

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