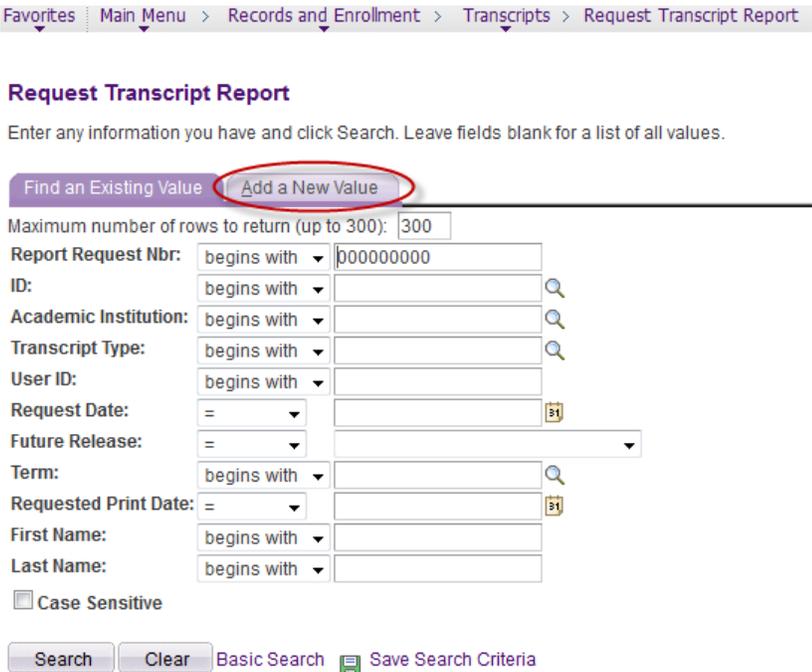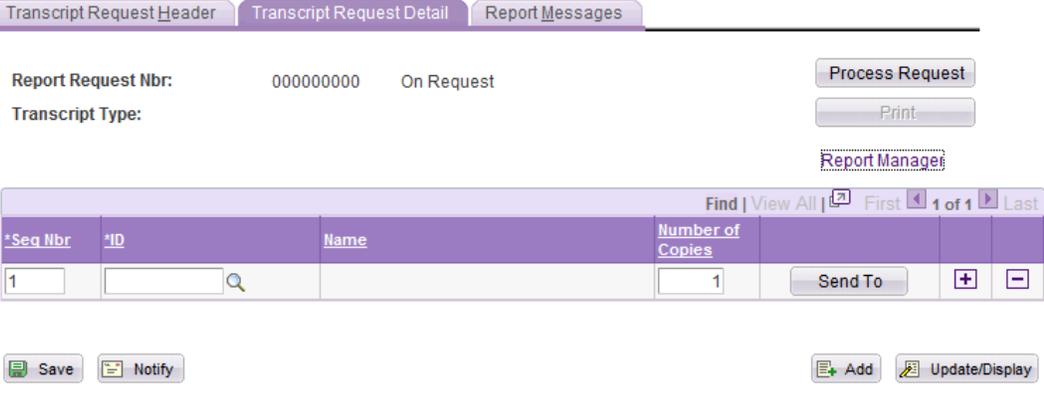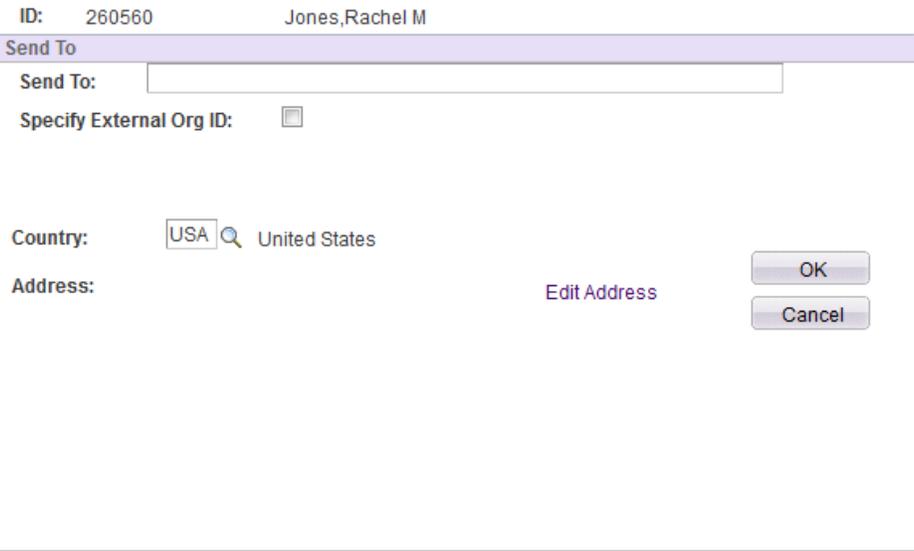# Requesting an Official Transcript Report

Purpose: Use the **Request Transcript Report** page to create an official transcript requests for an individual student or a small group of students.

- Select the transcript type and enter other general parameters on the **Transcript Request Header** page.
- Enter IDs for student(s) requesting transcripts, as well as recipient information, on the **Transcript Request Detail** page.
- Submit your request by clicking the **Process Request** button on the **Request Detail** page.
- View results in .PDF format by clicking the **View Report** link that appears for each student. If no link appears, view any process errors on the **Report Errors** page.
- Print all results by clicking the **Print** button.

Step	Action
1.	Navigate to the **Transcript Request Report** page: Select **Main Menu › Records and Enrollment › Transcripts › Request Transcript Report**
2.	Click the **Add a New Value** tab.

Step	Action
3.	Use the **Transcript Request Header** page to select the type of transcript you want to process and set general parameters for the request.

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr: 000000000   **Request Date:** 12/19/2011   **User ID:** rajones

Request Attributes

*Institution: UNICS   University of Northern Iowa
*Transcript Type:
☐ Freeze Record
☐ Override Service Indicator

Number of Copies: 1
Future Release: Immediate Processing
Academic Career:
Term:
Print Date: 12/19/2011
Request Reason:
☐ Cancel Request

Complete the following:
- **Institution** – Defaults to UNICS
- **Transcript Type** – Select OFFCL
- **Freeze Record** checkbox – N/A
- **Override Service Indicator** checkbox – Use only if overriding a service indicator such as Hard Copy Record.
- **Number of Copies –** Defaults to 1, may be changed
- **Future Release –** Defaults to *Immediate Processing*, leave as is
- **Academic Career –** N/A
- **Term –** N/A
- **Print Date –** Defaults to today's date, leave as is
- **Request Reason –** N/A
- **Cancel Request** checkbox – N/A

Step	Action
4.	Click the **Transcript Request Detail** tab to enter the IDs that you want to process and the number of copies you want to create. Complete the following: • **Seq Nbr** – Defaults to 1 and increments by 1 for additional rows, leave as is • **ID** – Enter the student's ID • **Number of Copies** – Defaults to 1, may be changed *Note:* Use the **Add Row button** ⊞ to add more student IDs.
5.	Click the **Send To** button to specify an address to which to send a student's transcript. If you are not sending, do not click the **Send To** button.

Step	Action
6.	Complete the Send To box: • **Send To** – Enter name. If using an External Org, this field will populate. • **Specify External Org ID checkbox** – Can be used along with location to another University • **Country** – Defaults to USA, may be changed • **Edit Address link** – Use to enter a full address, if desired
7.	Click the **OK** button.
8.	Click the **Process Request** button. [Process Request] *Result:* When the process is complete, the system displays the **View Report** link next to the student's ID. If no **View Report** link appears, access the *Report Messages* tab to investigate what went wrong during the process.
9.	Click the **View Report** link. *Result:* A new window opens and displays the report in a PDF file. NOTE: You may have to enable pop-ups on your browser.
10.	Print the report, selecting REG-03 as the printer. Close the window to return to the page.
11.	Click the *Report Messages* tab. Use the *Report Messages* page to review messages about any problems the system encounters while processing the transcript request.
12.	Make sure that no errors occurred during the processing of your transcript request. Click the **Save** button.

Important: Do not use the **Print** button on the *Transcript Request Detail* tab. You must use the **View Report** link to view and print the PDF version.