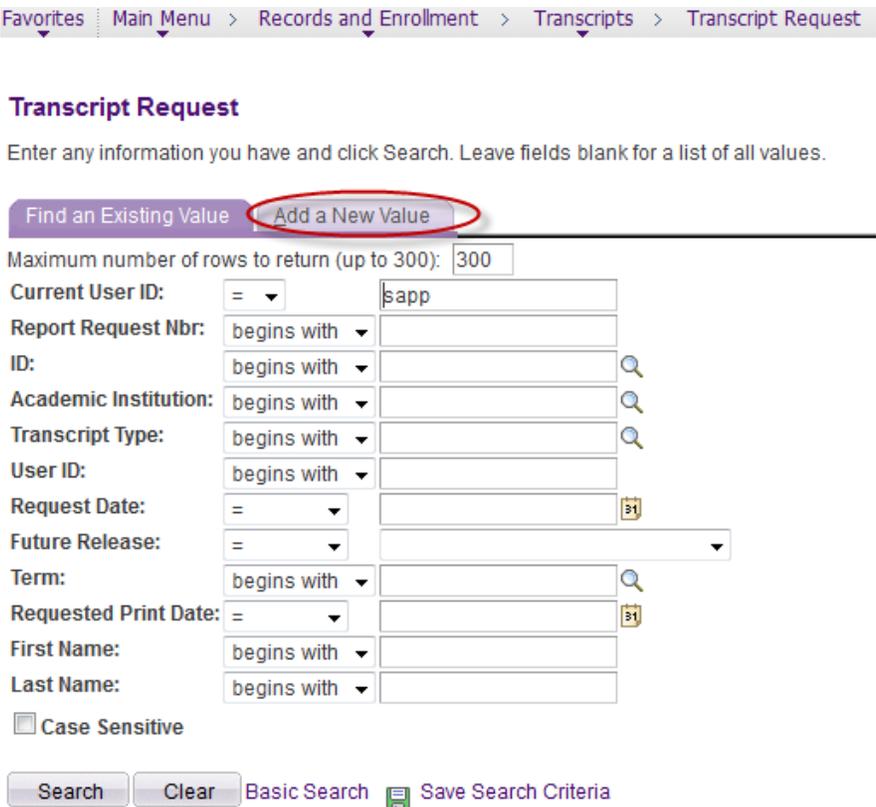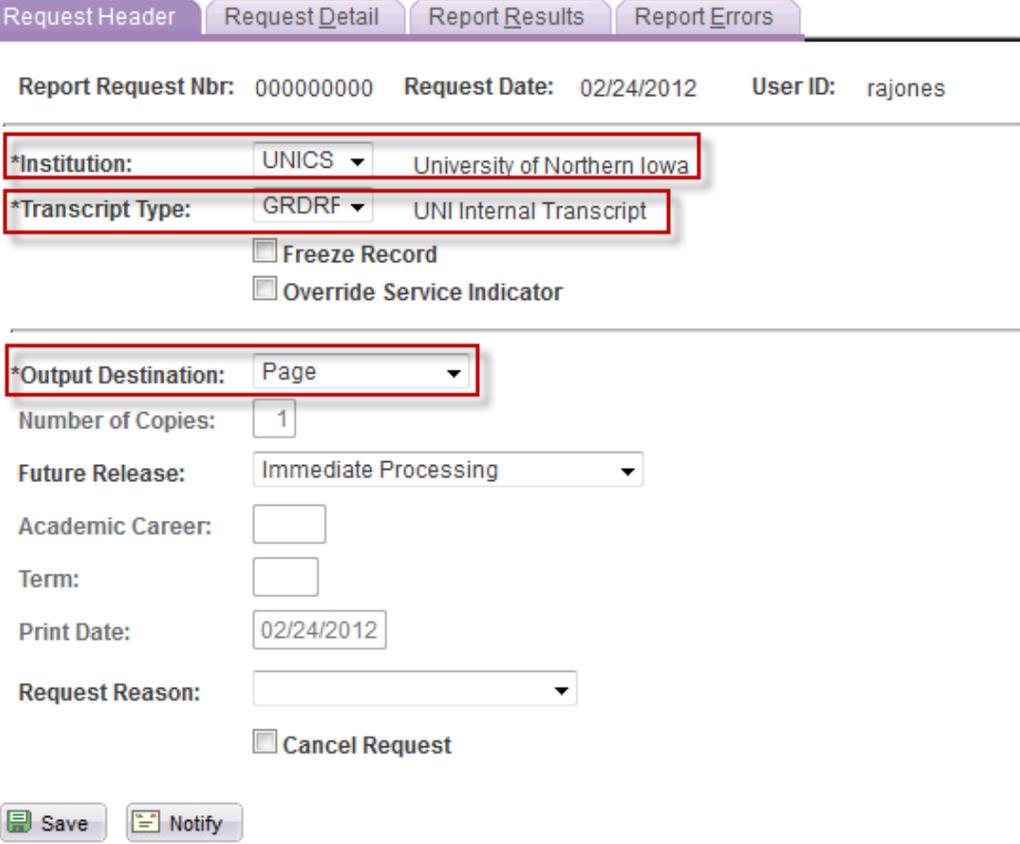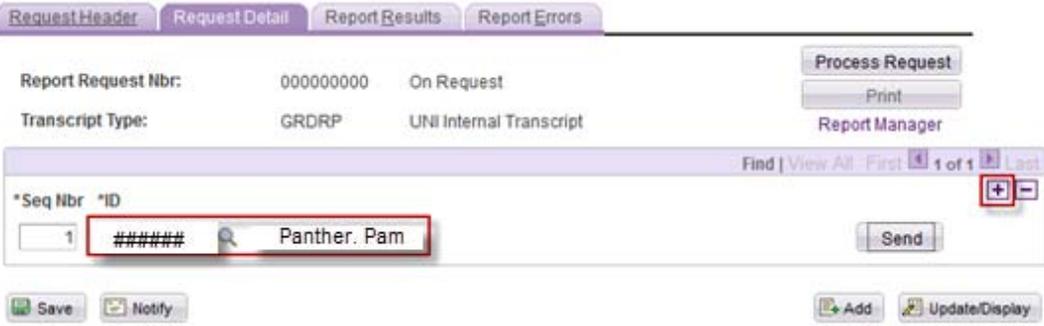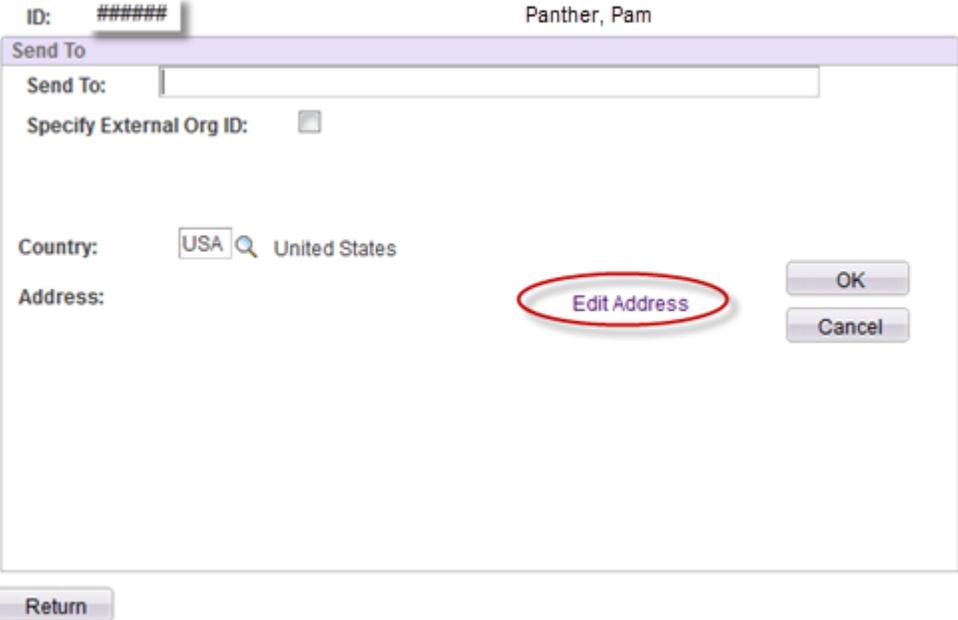# UNIVERSITY OF NorthernIowa

Requesting an Unofficial Cumulative Grade Report
(Formerly known as Internal Transcripts)

Purpose: Use the **Transcript Request** page to create an unofficial cumulative grade report (Internal Transcript) request for an individual student or a small group of students.
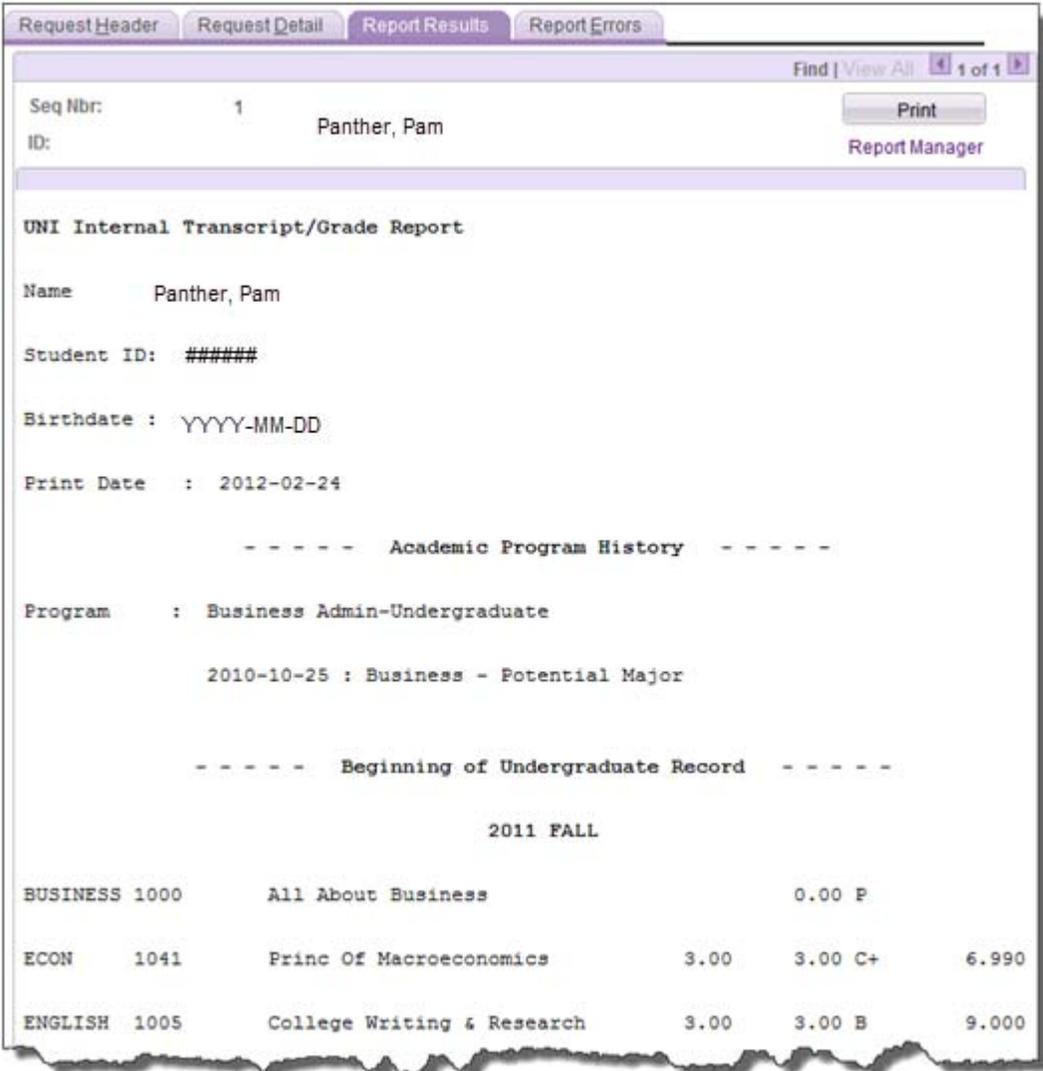
- Select the transcript type and enter other general parameters on the **Transcript Request Header** page.
- Enter IDs for student(s) requesting transcripts, as well as recipient information, on the **Transcript Request Detail** page.
- Submit your request by clicking the **Process Request** button on 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.
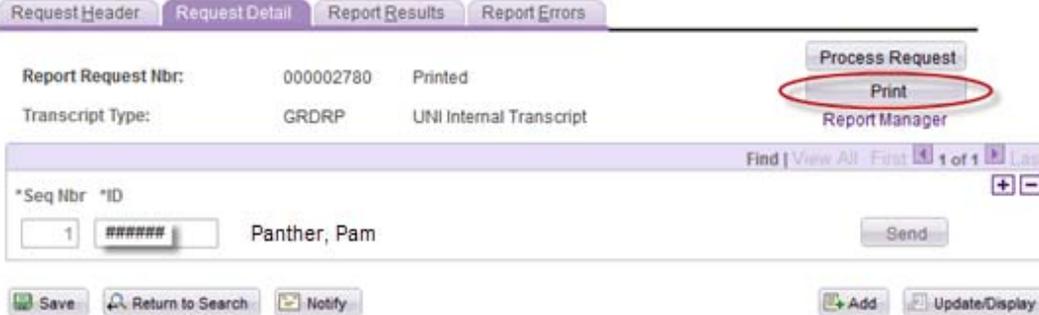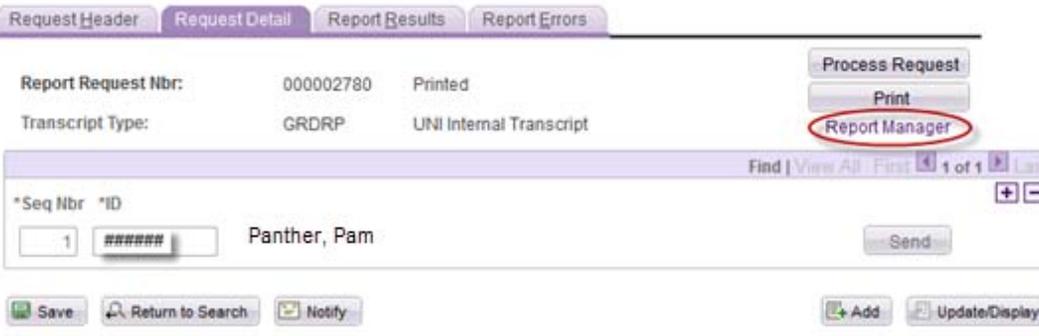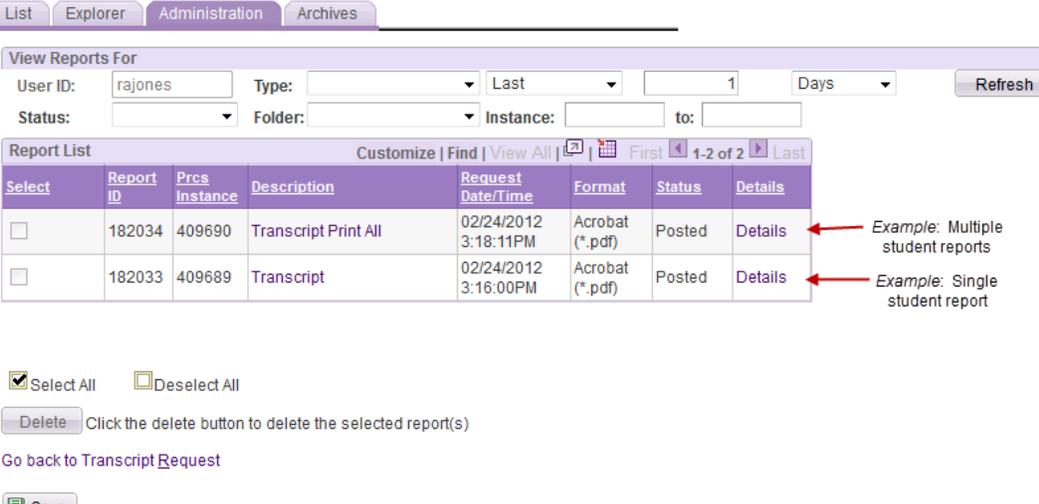- Print all results by clicking the **Print** button.

Step	Action
1.	Navigate to the **Transcript Request Report** page: Select **Main Menu › Records and Enrollment › Transcripts › Transcript Request**
2.	Click the **Add a New Value** tab. Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request **Transcript Request** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | **Add a New Value** Maximum number of rows to return (up to 300): 300 Current User ID: = sapp Report Request Nbr: begins with ID: begins with Academic Institution: begins with Transcript Type: begins with User ID: begins with Request Date: = Future Release: = Term: begins with Requested Print Date: = First Name: begins with Last Name: begins with ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria

Step	Action
3.	Use the **Request Header** tab to select the type of transcript you want to process.

Complete the following:
- **Institution** – Defaults to UNICS
- **Transcript Type** – Select GRDRP – UNI Internal Transcript
- **Freeze Record & Override Service Indicator** checkboxes – N/A
- **Output Destination** – Select *Page*
- **Number of Copies** – N/A, may be updated later
- **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 *Request Detail* tab. Enter the IDs that you wish to process (not to exceed 98). Press the TAB key after you enter an ID to display the student name. *Note:* Use the **Add Row button** ⊞ to add more student IDs.
5.	If you wish to send the student's unofficial cumulative grade report, click the **Send** button to specify an address. If not sending, do not click the **Send** button. 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

Step	Action
6.	Click the **OK** button. Click the **Return** button once you have entered the address. This returns you to the *Request Detail* tab.
7.	Click the **Process Request** button. Process Request *Result:* The student's unofficial cumulative grade report displays on the *Report Results* tab. Request Header Request Detail Report Results Report Errors Find | View All 1 of 1 Seq Nbr: 1 Panther, Pam Print ID: Report Manager UNI Internal Transcript/Grade Report Name Panther, Pam Student ID: ###### Birthdate : YYYY-MM-DD Print Date : 2012-02-24 - - - - - Academic Program History - - - - - Program : Business Admin-Undergraduate 2010-10-25 : Business - Potential Major - - - - - Beginning of Undergraduate Record - - - - - 2011 FALL BUSINESS 1000 All About Business 0.00 P ECON 1041 Princ Of Macroeconomics 3.00 3.00 C+ 6.990 ENGLISH 1005 College Writing & Research 3.00 3.00 B 9.000

Step	Action
8.	To print all of the reports, return to the *Request Detail* tab. Select **View All** and then click the **Print** button. *Note:* For a single report, click the **Print** button on the *Report Results* tab.
9.	Click the **Report Manager** link. *Result:* The Report Manager displays.

Step	Action
10.	Click the **Refresh** button until the status reflects "Posted".
11.	Once the job has posted, click the **Transcript** or **Transcript Print All** link

Result: The report(s) open in a PDF and can be printed.