

## 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 <b>Transcript Request Report</b> page: Select <b>Main Menu &gt; Records</b> and <b>Enrollment &gt; Transcripts &gt; Transcript Request</b>
2.	Click the <b>Add a New Value</b> 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 <b>Request Header</b> tab to select the type of transcript you want to process.
	Request Header Request Detail Report Results Report Errors
	Report Request Nbr: 00000000 Request Date: 02/24/2012 User ID: rajones
	*Institution: UNICS - University of Northern Iowa
	*Transcript Type: GRDRF - UNI Internal Transcript
	Freeze Record
	Override Service Indicator
	*Output Destination: Page
	Number of Copies: 1
	Future Release: Immediate Processing
	Academic Career:
	Term:
	Print Date: 02/24/2012
	Request Reason:
	Cancel Request
	Save Notify
	Complete the following:
	• Institution – Defaults to UNICS
	• <b>Transcript Type</b> – Select GRDRP – UNI Internal Transcript
	<ul> <li>Freeze Record &amp; Override Service Indicator checkboxes – N/A</li> <li>Output Destination Select Page</li> </ul>
	<ul> <li>Number of Copies – N/A, may be updated later</li> </ul>
	<ul> <li>Future Release – Defaults to Immediate Processing, leave as is</li> </ul>
	• Academic Career – N/A
	• Term – N/A
	• <b>Print Date</b> – Defaults to today's date, leave as is
	• Request Reason – N/A
	• Cancel Request checkbox – N/A



Step	Action		
4.	Click the <i>Request Detail</i> tab. 2 98). Press the TAB key after	Enter the IDs that you wish to you enter an ID to display the	process (not to exceed student name.
	Request Header Request Detail Report	tResults Report Errors	
	Report Request Nbr: 000000000	On Request	Process Request
	Transcript Type: GRDRP	UNI Internal Transcript	Report Manager
	1Con libr 10	R	nd   View All First M 1 of 1 D Last
	1 ###### Q Panther. F	Pam	Send
	Save Notify		💽 Add 🖉 Update/Display
	Note: Use the Add Row butte	on 🗉 to add more student IDs	
5.	If you wish to send the studen button to specify an address. I	t's unofficial cumulative grade f not sending, do not click the	e report, click the <b>Send Send</b> button.
	ID: ######	Panther, Pam	
	Send To		
	Specify External Org ID:		
	Address:	les	ок
	Autress.	Edit Address	Cancel
	Return		
	Complete the <i>Send To</i> box:		
	• Send To – Enter name	e. If using an External Org, thi	s field will populate.
	Specify External Org     another University	<b>ID checkbox</b> – Can be used a	along with location to
	<ul> <li>Country – Defaults to</li> </ul>	USA, may be changed	
	• Edit Address link – U	Jse to enter a full address, if de	esired



Step	Action				
6.	Click the <b>OK</b> button. Click the <b>Return</b> button once you have entered the address. This returns you to the <i>Request Detail</i> tab.				
7.	Click the Process Request button. Process Request				
	<i>Result:</i> The student's unofficial cumulative grade report displays on the <i>Report Results</i> tab.				
	Request Header Request Detail Report Results Report Errors				
	Find   View All : # 1 of 1 1				
	Seq Nbr:     1     Print       ID:     Panther, Pam     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 <i>Request Detail</i> tab. Select <b>View All</b> and then click the <b>Print</b> button.
	Tou. For a single report, check the <b>Frint</b> button on the <b>Report Results</b> tab.
	Request Header Request Detail Report Results Report Errors
	Process Request
	Report Request Nor: 000002780 Printed Print
	Transcript Type: GRURP UNI Internal Transcript Report Manager
	*Seg Nbr *ID
	1 Panther, Pam Send
	Save A Return to Search Notify
9.	Click the <b>Report Manager</b> link.
	Request Header Request Detail Report Besults Report Errors
	Report Request Nhr: 000002790 Printed
	Transcript Type: GRDRP UNI Internal Transcript Report Manager
	Find I View All First M 1 of 1 M Last
	*Seq Nbr *ID +
	1 Panther, Pam Send
	Lad Save +4 Return to Search Phototy
	Brault. The Deport Monogon displays
	<b><i>Result:</i></b> The Report Manager displays.
	List Explorer Administration Archives
	View Reports For
	User ID: rajones Type:   Last  Last  IDays  Refresh Status:
	Report List     Customize   Find   View All   [2]   # First I 1-2 of 2 D Last
	Select         Prcs ID         Description         Request Date/Time         Format         Status         Details
	182034     409690     Transcript Print All     02/24/2012     Acrobat 3:18:11PM     Posted     Details     Example: Multiple
	182033     409689     Transcript     02/24/2012     Acrobat 3:16:00PM     Posted     Details     Example: Single
	student report
	Select All Deselect All
	Go back to Transcript Request
	up save



10.       Click the Refresh button until the status reflects "Posted".         11.       Once the job has posted, click the Transcript or Transcript Print All link         Report List       Customize   Find   View All   ] First ] 1-2 of the status is compared by the statu		Action			Step						
11.       Once the job has posted, click the Transcript or Transcript Print All link         Report List       Customize   Find   View All [2]   ] First ] 1-2 of .         Select       Report Priss       Description         B2034       409600       Transcript Print All         B2033       409680       Transcript Print All         B2033       409689       Transcript Print All         B2034       409689       Transcript Print All         B2033       409689       Transcript Print All         B2034       182033       409689         B2034       182034       109689         B2034       182034       109689         B2034       182034       182034 <th></th> <th colspan="3">Click the <b>Refresh</b> button until the status reflects "Posted".</th> <th>10.</th>		Click the <b>Refresh</b> button until the status reflects "Posted".			10.						
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Result: The report(s) open in a PDF and can be printed.           WE Internal Presentiet/Gade Report           Note: Internal Presentiet/Gade Report           Student ID: ###################################	tails	ed De	Poste	Acrobat (*.pdf)	2/24/2012 3:16:00PM	03	anscript	409689 <b>(</b> T	182033		
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Program         Instance				1022 000					2012-02-24	Print Date :	
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1984-08-19: Computer Science Major         500         20         Inscoduction To Theater         9.00         9.00         4.00         50         53         Prin OF Maces Desamines         1.00         0.00         0.00         4.00         1.00         4.00         1.00         4.00         1.00				1302 EWDD				raduate	Natural Sciences-Underg	Program :	
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500         600         Calculus 1         9.00         9.00         19.00         19.00         150         20         Quant Methods Business         3.00         3.00         A.00           810         70         Intro To Programming         3.00         3.00         A <sup>+</sup> 1.101         420         A.05         Bowling         1.00         1.00         A.00	Eointe 12.000 10.680 11.010 12.000 12.000 57.690	Earned Grade 3.00 A 4.00 B- 3.00 A- 0.00 A 3.00 A 16.00	Attempted 2.00 4.00 3.00 3.00 3.00 3.00 16.00	1953 FALL OD ion To Theatre fathematics is Structures vere Economics y Since 1077 TERM TOTALS : 1994 SPRG	Description 20 Introduction 74 Discrete Mat 130 Data & File 50 Frin Of Marc 15 Us Mistory 3 TERM GPA : 2.610	500 800 810 920 940	<u>Earned</u> Grade <u>Point</u> 4.00 A* 14.68	Prazolal Major zence Major zence Major zence Major izence Major izence Major date Financial Major dergraduate Record k2 FALL <u>Attompted</u> 4.00	<pre>SMAND-1 - Managaman Aurual Seinces-Underg 1983-01-12 : Computers 3 1984-01-13 : Computers 3 1984-01-13 : Computer 3 Dusiness Admin-Undergra 1988-09-13 : Managements  Beginning of Dy Description Kumanities II</pre>	Program : Program :	
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