Viewing Your Unofficial Transcript

LionPATH allows you to view your unofficial transcript.

## Navigating to the View Unofficial Transcript Page

1. From the Student Home Base, select the **Academic Records** button.
2. Select the **View Unofficial Transcript** button located in the navigation collection on the left side of the page.

The View Unofficial Transcript page appears with the View Report tab selected.

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1. The Academic Institution should be set to The Pennsylvania state University.
2. Select the appropriate report from the Report Type drop-down menu.
3. Select the **Submit** button.

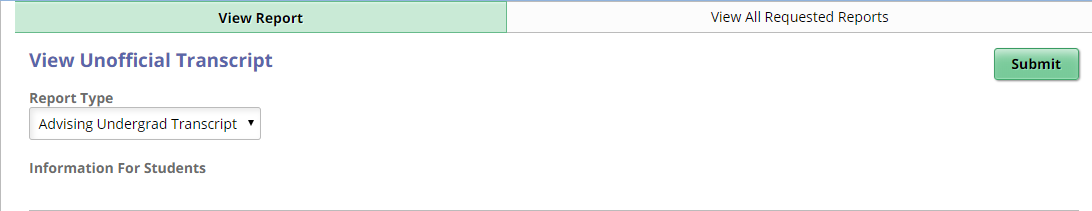


Figure : The View Unofficial Transcript page with Advising Undergrad Transcript selected.

A new window will open with a pdf of your unofficial transcript. This is an unofficial copy of your student record listed by term. To request an official transcript, refer to the Requesting Your Transcript tutorial.

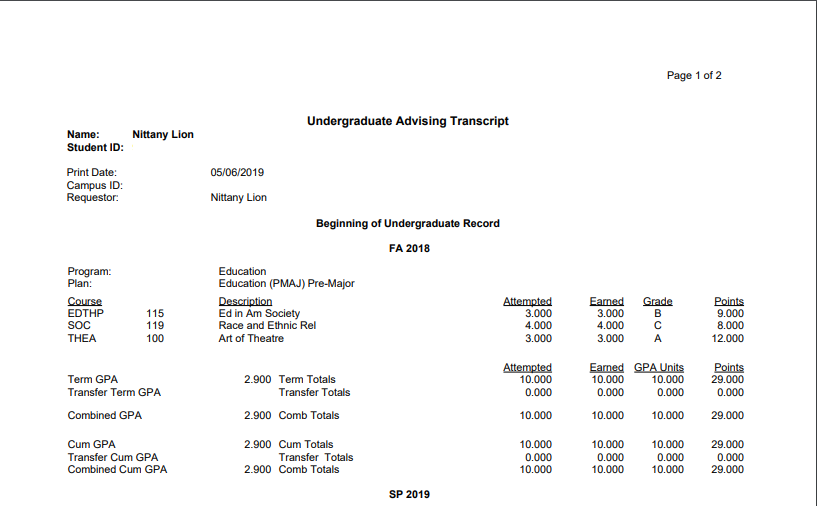


Figure : A pdf of the student’s unofficial transcript.

Use your pdf viewer’s print functionality for a paper copy of your unofficial transcript. When you are done, close the window to return to the LionPATH.

**Note:** Selecting the View All Requested Reports tab will provide a list of the prior reports that have been run. Selecting the checkbox for a previous request will provide you with the options to view the report or delete it.

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