



Office of the Registrar

## View Unofficial Transcript

How to view your unofficial transcript

## Safari®

Take the following steps to disable pop-up blockers:

- Click the Safari menu.
- Select Preferences from the drop-down.
- Click Websites.
- Click Pop-up Windows located on the left side.
- Click the drop-down next to Lexis Advance and select Allow.
- Close and reopen Safari.

iPhone or iPad iOS

- Open the Settings app in iOS and go to Safari.
- Under the General Safari settings, toggle the switch next to "Block Pop-ups" to the OFF position to disable the popup blocker.

## Firefox®

Take the following steps to disable pop-up blockers:

- Click the Open menu button (three bars) in the upper-right corner.
- Click Options or Preferences.
- Select Privacy & Security on the left.
- Uncheck Block pop-up windows to disable the pop-up blocker.
- Close and relaunch Firefox.

## Chrome®

Take the following steps to disable pop-up blockers:

- Click the Chrome menu button.
- Note: The button is on the upper-right of the browser and is indicated by three dots.

- Select Settings.

At the bottom of the page, click Advanced.

Note: If Advanced is already selected, additional options will be available below it.

Under Privacy and security, click **Site settings**.

- Click Popups-ups and redirects.
- Click Blocked (recommended).

Note: After the popup blocker is disabled, the option will show as enabled and display **Allowed**.

## Internet Explorer®

Take the following steps to disable pop-up blockers:

- Click Tools or the gear icon.
- Click Internet options.
- Click the Privacy tab.
- Uncheck Turn on Pop-up Blocker.
- Click OK.

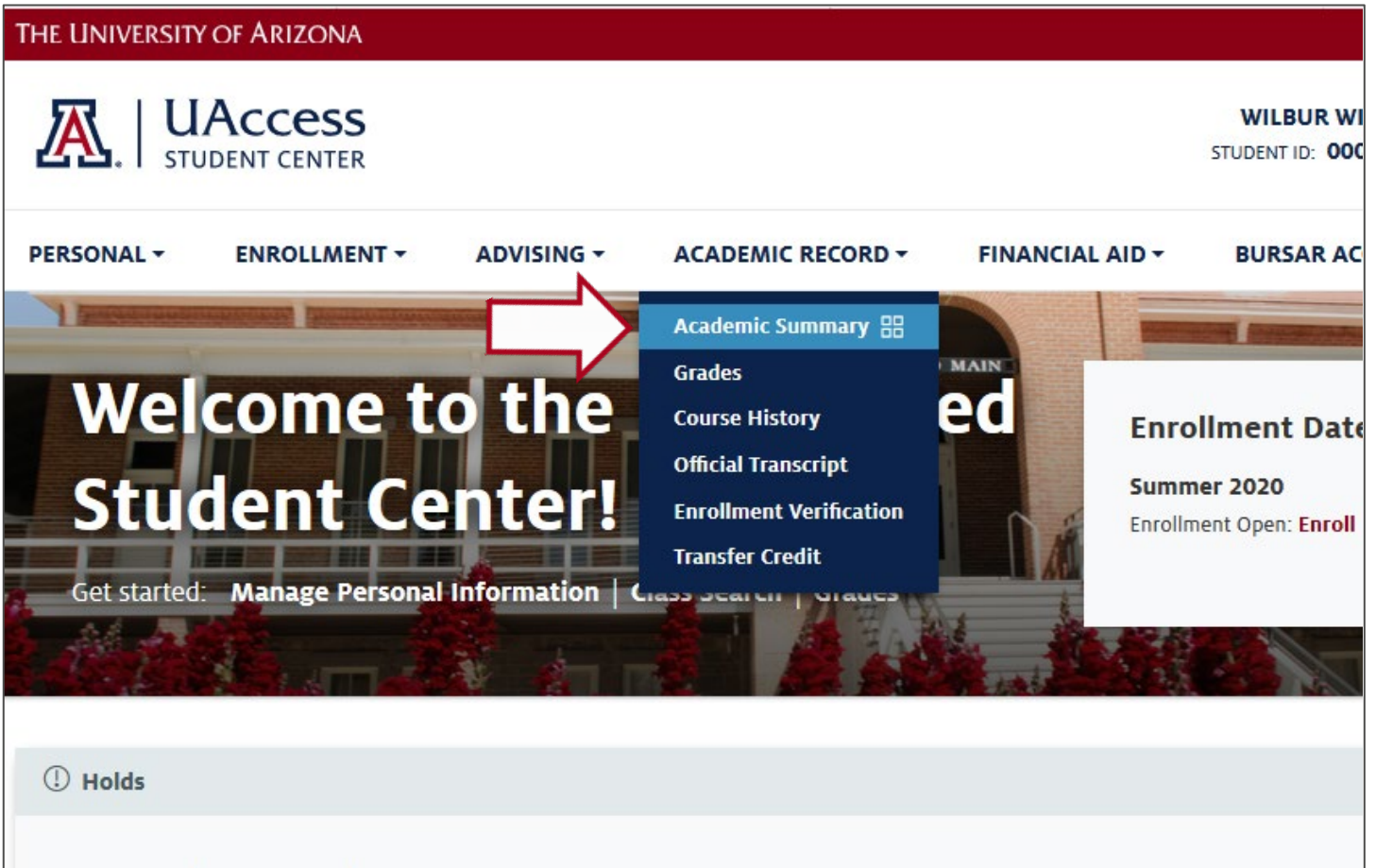


Use instructions above to disable pop-up blocker from your favorite internet browser.

- Instructions provided by <http://lexisnexis.custhelp.com>

## Step 2

*View Unofficial Transcript*



The screenshot shows the UAccess Student Center interface. At the top, it says "THE UNIVERSITY OF ARIZONA" and "UAccess STUDENT CENTER". The user's name "WILBUR WI" and "STUDENT ID: 000" are visible in the top right. A navigation bar includes "PERSONAL", "ENROLLMENT", "ADVISING", "ACADEMIC RECORD", "FINANCIAL AID", and "BURSAR AC". The "ACADEMIC RECORD" menu is open, showing options: "Academic Summary", "Grades", "Course History", "Official Transcript", "Enrollment Verification", and "Transfer Credit". A red arrow points to the "Academic Summary" option. Below the navigation bar, there is a banner with the text "Welcome to the Student Center!" and "Get started: Manage Personal Information | Class Search | Grades". To the right, there is a box for "Enrollment Date" showing "Summer 2020" and "Enrollment Open: Enroll". At the bottom left, there is a "Holds" section with a warning icon.

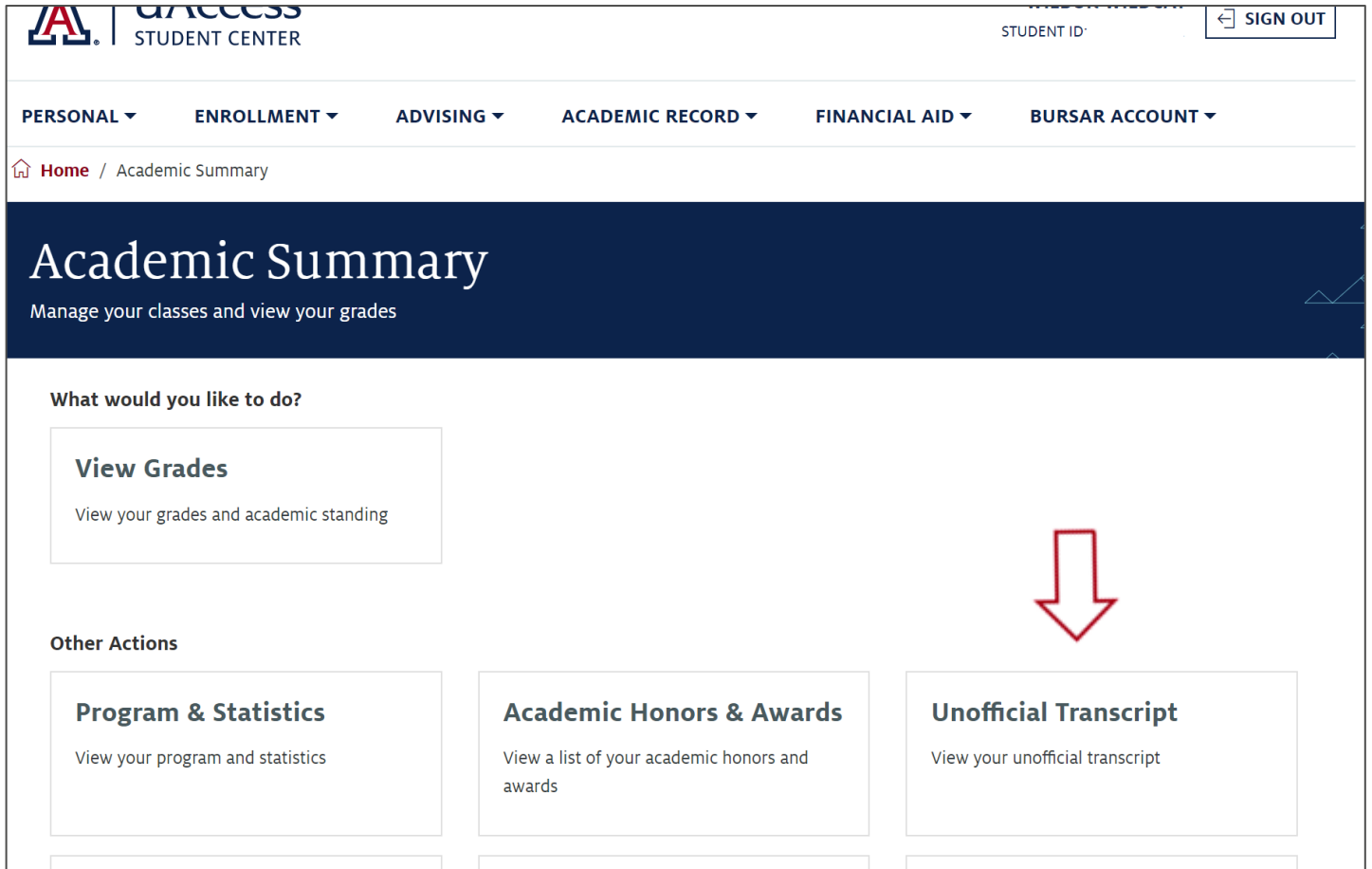


Navigate to **Academic Record** menu

Select **Academic Summary**

# Step 3

## View Unofficial Transcript



The screenshot shows the 'Academic Summary' page in a student center system. At the top left is the 'ACCESS STUDENT CENTER' logo. At the top right, there is a 'STUDENT ID' field and a 'SIGN OUT' button. Below the header is a navigation menu with links for 'PERSONAL', 'ENROLLMENT', 'ADVISING', 'ACADEMIC RECORD', 'FINANCIAL AID', and 'BURSAR ACCOUNT'. The breadcrumb trail shows 'Home / Academic Summary'. The main heading is 'Academic Summary' with the subtitle 'Manage your classes and view your grades'. Under the heading, there is a section 'What would you like to do?' with a 'View Grades' button. Below this is an 'Other Actions' section with three buttons: 'Program & Statistics', 'Academic Honors & Awards', and 'Unofficial Transcript'. A large red arrow points down from the 'Unofficial Transcript' button. Below the screenshot, three red triangles point downwards.

On the Academic Summary Page, click **Unofficial Transcript**

## Step 4

## View Unofficial Transcript

**UAccess**  
STUDENT CENTER

WILBUR WILDCAT  
STUDENT ID: 00000001

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACCOUNT ▾

### Unofficial Transcript

Choose an institution and report type and press View Report

\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\*

Academic Institution: The University of Arizona ▾

Report Type: ▾

Information For Students

- Academic History Report
- Unofficial Transcript**

VIEW REPORT

VIEW ALL REQUESTED REPORTS



Select **Unofficial Transcript** in the **Report Type** drop-down

Click the **View Report** button to generate your unofficial transcript

- A PDF copy of your unofficial transcript populates in a new window. The PDF is a secured copy, but may be printed or saved to your computer using the *Save As* option

Click the View All Reports Button to view previously generated transcripts



Office of the Registrar

**We hope you found  
this tutorial helpful!**

If you need additional support,  
please contact us at:

Reghelp@arizona.edu

(520) 621-3113

For more information, visit our website:

***<https://www.registrar.arizona.edu>***