

STUDENT HOMEPAGE
UNOFFICIAL TRANSCRIPT

Overview

Students can access an unofficial transcript at any time in myLoneStar. To view, your device should allow pop-ups, and it should have a PDF viewer.

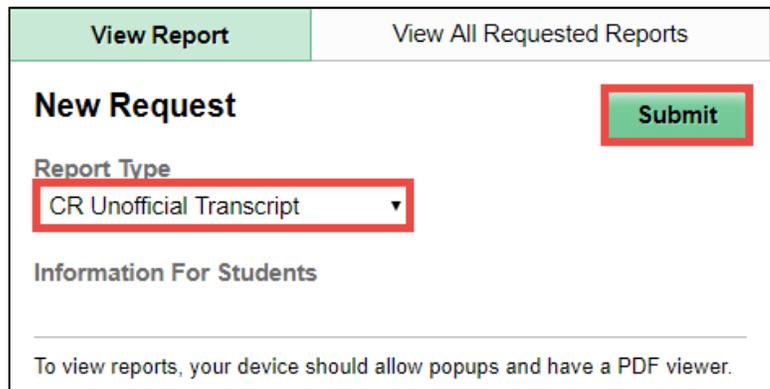
Navigation

myLoneStar > Student Homepage > Academic Records Tile > View Unofficial Transcript button

Procedure

1. **Academic Records**
Click on the **View Unofficial Transcript** button.

2. **View Unofficial Transcript, View Report tab**
- Click the **Report Type** drop-down menu.
- Select the **CR Unofficial Transcript** option.
- Click the **Submit** button.

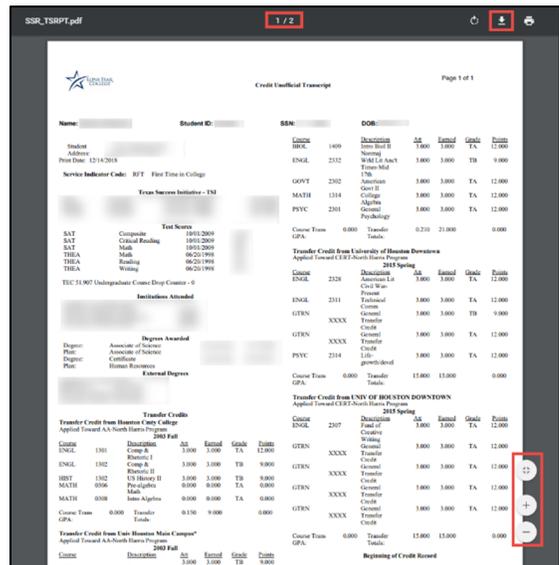


Note: To view historical reports, click the **View All Requested Reports** tab.

3. In a separate tab or window, myLoneStar will open a PDF of your **Unofficial Transcript**. At the top of the page, you can download or print the PDF from the top



- Click the Print icon to print the document.
- To download, click the Download icon.
- When you are ready, close the extra window or tab and return to your **myLoneStar** page.



4. To return to myLoneStar home, click the **Home** icon.

