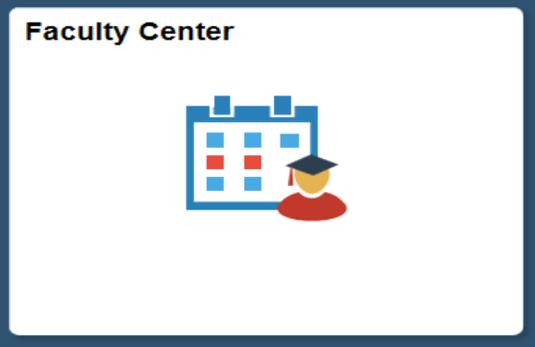
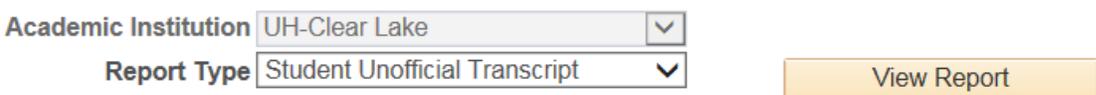


Viewing Unofficial Transcripts

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Faculty Center tile 
3.	Click the Advisor Center tab at the top of the page. 
4.	The My Advisees page displays your assigned list of advisees. Click on View Student Details . 
5.	Under Academics , from the Other academic..... drop down menu, select Transcript: View Unofficial and click on the Go button. 
6.	On the Advisee Unofficial Transcript page, select the Report type of Student Unofficial Transcript . Click on View Report .  <p>Please make sure your pop-up blockers have been turned off before viewing report.</p>

7.	<p>The Student's unofficial transcript will appear on a pop-up browser. Click on Cancel to return to the request page.</p>  <p>The screenshot shows a pop-up window with a header bar. Below the header, there is a table with one row containing the text 'Request Date' and the date '02/28/2017'. To the left of the date is a button labeled 'View Report'. Below the table is a button labeled 'Cancel'.</p>
8.	<p>Click on Student Center to return to view other information.</p>  <p>The screenshot shows a row of navigation buttons: 'Faculty Center', 'Advisor Center', and 'Search'. Below this row are two links: 'My Advisees' and 'Student Center', with 'Student Center' being the active link.</p>
9.	<p>Click on  or  to return to the Home Page.</p>