Obtaining and Uploading Transcripts

To begin the process, you need to log in to your WebAdvisor account. If you cannot log in click on **"What's My User ID?"** or **"What's My Password?"** to get help. You will be prompted for information to verify your identity.

Once you are logged in to your account, navigate to the **Academic Profile section** and click on **Unofficial Transcript** as seen below.
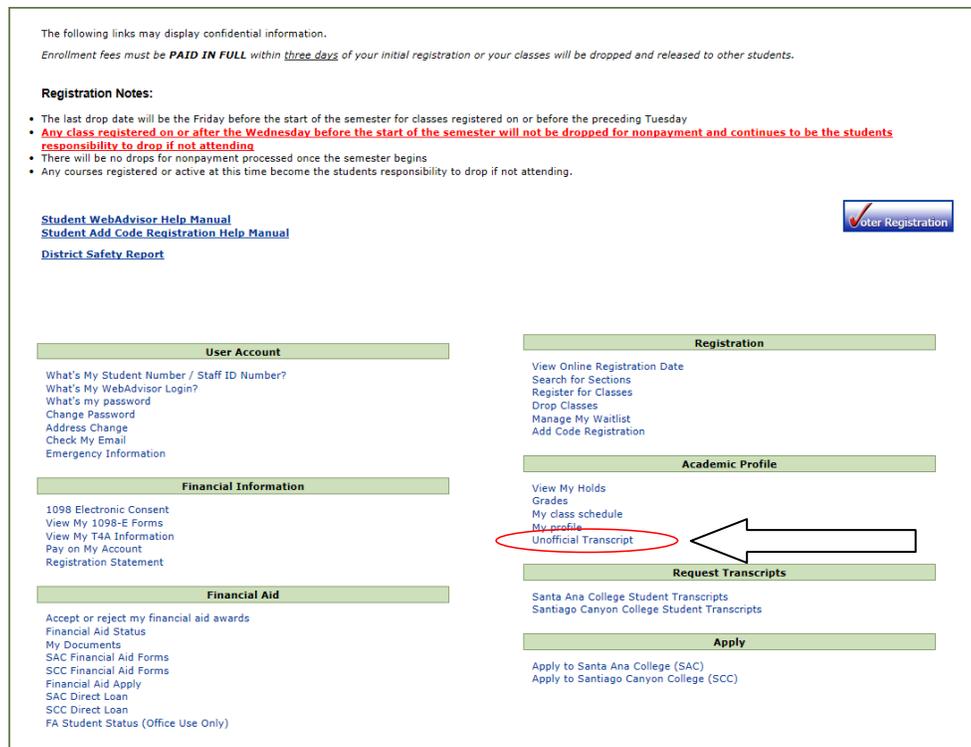
Next choose the **UNOFF Unofficial College Credit** option as the transcript type and click on SUBMIT.

Once you see your transcript and you are ready to print it, you can do the following.
On Windows Systems: On your keyboard press and hold the control key and then press the letter P
to call the print dialog. Once you are ready to print you will change your printer to "Adobe PDF"
OR "Microsoft Print to PDF" as seen below. Click print to create the document to your desktop.
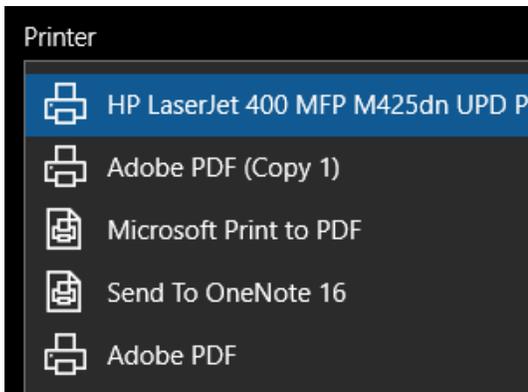
Once you are prompted to save the document, select your desktop as the place to save it to. Name the file as
Transcript with your full name.

Example: Transcript_Bob_Jones, TranscriptJimLong, TranscriptJuneGarcia
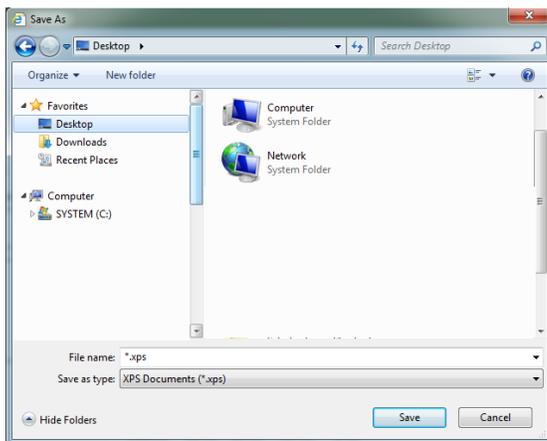
Once you have the file saved to your desktop, please upload your transcript to the application.
To upload the transcript, click on browse and then navigate to your desktop where you will find the file.
Once you select the correct file, click on the Upload File button to finish the process.
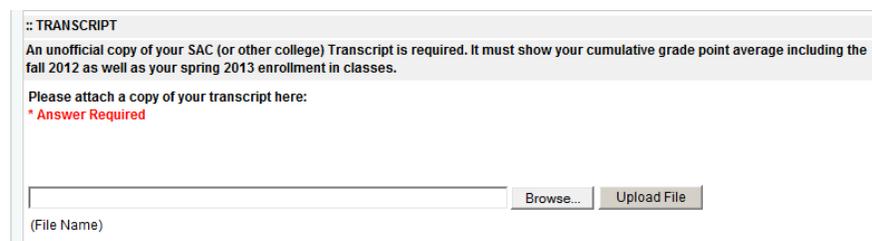
If the process is successful, you will see an "Upload Complete" message and below that the system will display the file name of the file you uploaded.