## How to View an Unofficial Transcript

1. Select the My Student Center in your MyUB Portal



2. In the drop down box under Academics select "Transcript: View Unofficial" and click the GO button.  $\circledast$ 

▼ Academics	
<u>Search</u> <u>Plan</u> <u>Enroll</u> <u>My Academics</u>	(i) You are not enrolled in classes.
	enrollment shopping cart 🕨
Transcript: View Unol V	

You will be taken to the "View Unofficial Transcript" page.
Select the transcript report type you need in the drop down box and press view report.

View Unofficial Transcript			
Choose an institution and re	port 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 Report Type	University of Baltimore V Unofficial Undergrad Transcr V	view report	
Information For Stude	ents		

A printable copy of the Unofficial Transcript Report will appear after the "view report" button is pressed.

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