

OVERVIEW

This topic will explain how to view your unofficial transcript in SIS.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. **Student Home** appears. Click the **Grades & History** tile.
2. From the left side navigation pane, click **View Unofficial Transcript**.
3. Read “Information for Students.” This will help you if you have problems viewing your unofficial transcript.
4. Click **Submit**.
5. When the transcript has generated, depending your browser, you will see a pop up that prompts you to open the file, or another indicator that your transcript has been downloaded. It may be difficult to see the indicator, or you may have pop ups blocked. If nothing seems to happen, you probably have pop ups blocked. Please see [How to Allow Pop-ups](#) for instructions on allowing pop ups on most browsers on desktop and mobile devices.
6. To view a transcript that was previously generated, click the View All Requested Report tab, check the box next to the report you want to view, then click View Report.

