

This will explain how to view your unofficial transcript in SIS. To learn about the different transcript options, see [Unofficial vs. Official Transcript](#).

Begin by logging into the SIS at [case.edu/sis](https://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. Report Type should be set to **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.