

View Unofficial Transcript

Introduction

There are two types of transcripts: official and unofficial. Official transcripts are secure documents available to anyone who has attended CWRU. Third parties accept official transcripts as accurate and authentic proof of your academic record.

Unofficial transcripts are available via self-service to current students and former students who attended Summer 2008 to present. Unofficial transcripts can be used to review your academic record.

To learn more about the different options, see [Unofficial vs. Official Transcript](#).

View Transcript

1. [Log in to SIS](#) with your CWRU ID and associated passphrase.

If you attended Summer 2008 to present, but have forgotten your passphrase, you can reset it using the [passphrase reset tool](#). You may also need to [enroll your device in Duo](#), the university's two-factor authentication service. If you attended before Summer 2008, you will not have access to SIS.

2. From the Student Home page, select the **Grades & History** tile.
3. Choose **View Unofficial Transcript** from the menu on the left.

Report Type should be set to **Unofficial Transcript**.

4. Click **Submit**.

When the transcript has generated, depending on your browser, you will see a pop-up that prompts you to open the file, or another indicator showing that your transcript has been downloaded.

If nothing happens, you probably have pop-ups blocked. See [How to Allow Pop-ups](#) for instructions to temporarily disable this for most browsers.

5. 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**.

This completes the process of viewing an unofficial transcript.