
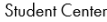
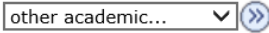








Viewing an Unofficial Transcript

An unofficial transcript is a comprehensive record of academic progress, including credit and degrees earned. Upon completion of this topic, the user will be able to view, print or save an unofficial transcript.

Procedure

Step	Action
1.	After logging into myLoneStar , click the Enrollment drop-down list. 
2.	Click the Student Center link. 
3.	Click the Other Academics drop-down listing under Academics heading. 
4.	Click the Transcript: View Unofficial link. 
5.	Click the Go button. 
6.	Note: The Academic Institution – Lone Star College will default in.
7.	Click the Report Type drop-down list. 
8.	Click the CR Unofficial Transcript list item. 
9.	Click the View Report button. 
10.	The Credit Unofficial Transcript will open in a new window in a .pdf format. The student may Print or Save the unofficial transcript if desired.
11.	Click the Sign out link. 
12.	The student is returned to the View Unofficial Transcript page. From here, all requested unofficial transcripts can be viewed.
13.	Congratulations! You have successfully completed the topic Viewing an Unofficial Transcript. End of Procedure.