

STUDENT HOMEPAGE  
UNOFFICIAL TRANSCRIPT

**Overview**  
Students can access an unofficial transcript at any time in myLoneStar. To view, your device should allow pop-ups, and it should have a PDF viewer.

**Navigation**  
myLoneStar > Student Homepage > Academic Records Tile > View Unofficial Transcript button

**Procedure**

- Academic Records**  
Click on the **View Unofficial Transcript** button.
- View Unofficial Transcript, View Report tab**

  - Click the **Report Type** drop-down menu.
  - Select the **CR Unofficial Transcript** option.
  - Click the **Submit** button.

Note: To view historical reports, click the **View All Requested Reports** tab.
- In a separate tab or window, myLoneStar will open a PDF of your **Unofficial Transcript**. At the top of the page, you can download or print the PDF from the top

  - Click the Print icon to print the document.
  - To download, click the Download icon.
  - When you are ready, close the extra window or tab and return to your **myLoneStar** page.
- To return to myLoneStar home, click the **Home** icon.