How to order Free Unofficial PDF Transcripts

- IMPORTANT!!
  - You cannot have any holds on your records to download free unofficial PDF transcripts
  - Some school districts may request official transcripts for student teaching consideration
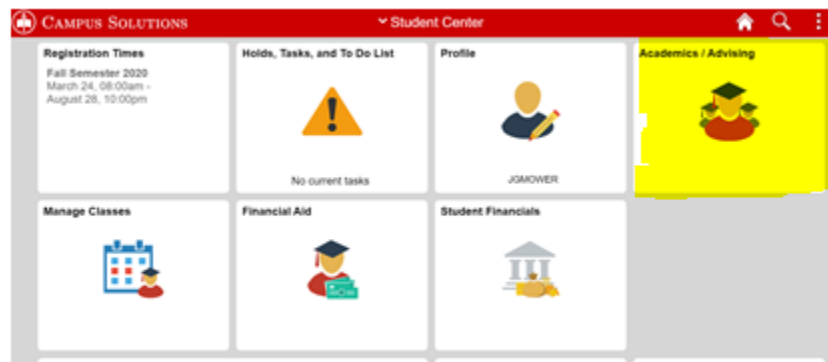
Steps for downloading free Unofficial PDF transcript

- **Step 1**- Go to My.illinoisstate.edu and log in.

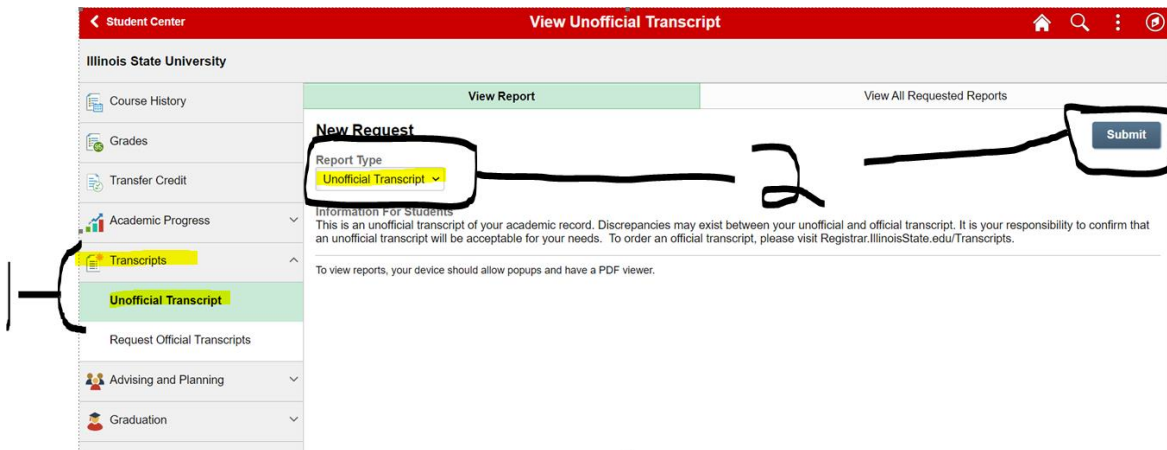- **Step 2**- Click on Campus Solutions to take you to your student center.

- **Step 3**- Click on the Academics/Advising tile to open the academics navigator (left hand side).

- **Step 4** - Go to transcripts on left hand side (1) and click on unofficial transcript. Once that is done make sure the view report tab is open (2) to unofficial transcript and click submit (2).

- **Step 5** - View requested report and download. When viewing, you can download and save as a PDF to your computer. Save as (LastName_FirstName_ISUTRANSCRIPT).