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.

	What Are You Looking For?								
Things to tr	r: tutoring, grade history, course registratio	n, tech help, etc	٩						
Gffice 365 and Email >	ReggieNet >	🙀 Student Center >	jg⊟ Pay/Review Account >						
Library Services >	Academic Calendar >	Technology Help >	Patient Health Portal >						

• 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).

Student Center		View Unofficial Transcript					
Illinois State University							
Course History		View Report	View All Reque	Requested Reports			
Grades	New Requ	Jest		Subr			
Transfer Credit	Unofficial Tra	anscript 🗸					
Academic Progress	 Information F This is an unof an unofficial training 	or Students official transcript of your academic record. Discrepancies ranscript will be acceptable for your needs. To order an	s may exist between your unofficial and official transcr official transcript, please visit Registrar.IllinoisState.ec	ipt. It is your responsibility to confirm t			
Transcripts	To view reports,	, your device should allow popups and have a PDF viewer.					
Unofficial Transcript							
Request Official Transcripts							
Advising and Planning	~						
Craduation	~						

• **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).

View Report		View All Requested Reports				
Previous Req	uests					
					View Report	Delete
Request D	ate 🗘	Request N	Number \diamond		Description \Diamond	
09/10/2020		227111			Unofficial Transcript	