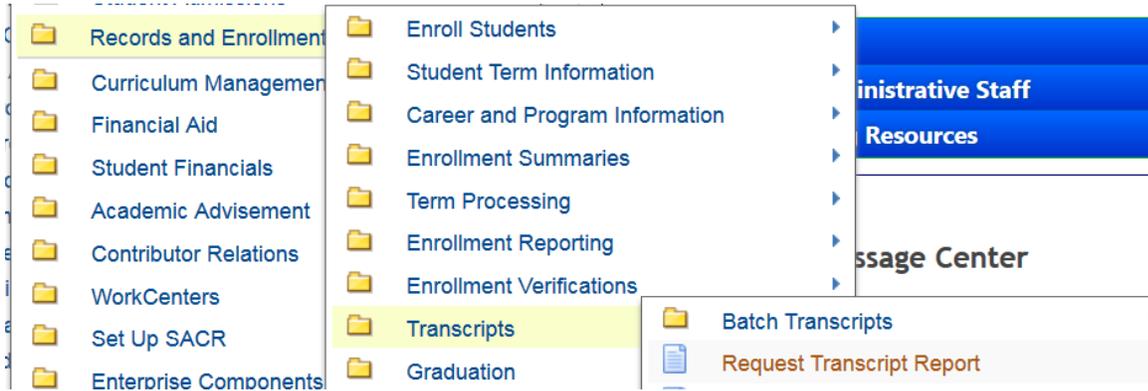
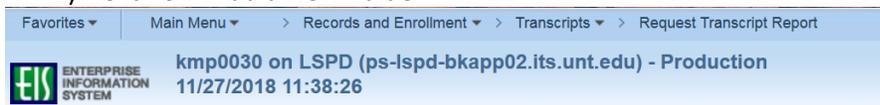


## Running an Unofficial Transcript

- 1) Log in to EIS and navigate to “Request Transcript Report.” (Main Menu>Records and Enrollment>Transcripts>Request Transcript Report)



- 2) Click on “Add a New Value.”



### Request Transcript Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Report Request Nbr begins with

ID begins with

Academic Institution begins with

Transcript Type begins with

User ID begins with

Request Date =

Future Release =

Term begins with

Requested Print Date =

First Name begins with

Last Name begins with

Case Sensitive

- 3) On the “Transcript Request Header” tab, select “Transcript Type”-XUNOF.

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr: 000000000 Request Date: 11/27/2018 User ID: kmp0030

**Request Attributes**

\*Institution: NT752 University of North Texas  
 \*Transcript Type: XUNOF UNT XML Unofficial Transcript  
 Freeze Record  
 Override Service Indicator

Number of Copies: 1  
 Future Release: Immediate Processing  
 Academic Career:  
 Term:  
 Print Date: 11/27/2018  
 Request Reason:  
 Cancel Request

Save Notify Add Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

4) Go to the "Transcript Request Detail" tab and enter student ID information, then hit "Process Request."

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 000000000 On Request  
 Transcript Type: XUNOF UNT XML Unofficial Transcript

Process Request  
 Print

Report Manager

*Seq Nbr	*ID	Name	Number of Copies		
1	1111111111		1	Send To	+ -

Save Notify Add Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

5) Next, click "View Report".

Report Request Nbr: 005001461 Completed  
 Transcript Type: XUNOF UNT XML Unofficial Transcript

Process Request

Print

Report Manager

*Seq Nbr	*ID	Name	Number of Copies	Send To	View Report
1			1		

Save Notify

Add Update/Display

6) A PDF version of the unofficial transcript should appear.

The screenshot shows a PDF document titled "UNT Unofficial Undergraduate Career - review only". The document includes the following sections:

- Student Information:** Name, Student ID, Student Address, and Print Date (11/27/2016).
- External Degrees:** La Marque High School, High School Diploma Recommendation, La Marque High School, To file with Admissions: 08/25/2012.
- Beginning of Undergraduate Record (2012 Fall):**

Course	Description	Attempted	Earned	Grade	Points
WEST 2020	U S PM 1885	3.000	3.000	B	6.000
JOUR 2010	PRIN ADVERTISING	3.000	3.000	C	6.000
MJET 3020	POPUS AMER CLU TR	3.000	3.000	C	6.000
NCTM 331	PRE ALGEBRA OUT DISTRICT	3.000	0.000	F	0.000
- 2013 Spring:**

Course	Description	Attempted	Earned	Grade	Points
ART 1300	ART APPREIC NON-MAJORS	3.000	3.000	C	6.000
JOUR 1210	MASS COMM & SOCIETY	3.000	3.000	B	6.000
NCTM 331	PRE ALGEBRA OUT DISTRICT	3.000	0.000	A	0.000
PHIL 1000	INTRO TO PHILOSOPH	3.000	0.000	D	0.000
- Transfer Credit from College of the Mainland:**

Course	Description	Attempted	Earned	Grade	Points
COMM 2040	PUBLIC SPEAKING	3.000	0.000	TF	0.000
Repeat#	Repeat# include from GPA				
ENGL 1120	COL WRIT I	3.000	3.000	TC	0.000