

View My Unofficial Transcript

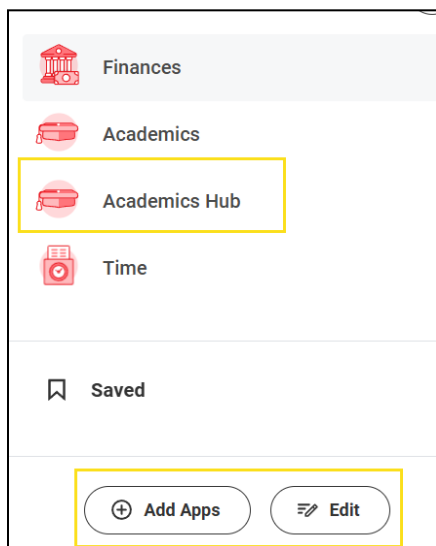
Overview

This quick reference guide will cover how a student can view their unofficial transcript in Workday.

NOTE: For the definition of applicable Workday terms, please refer to the Glossary at the end of this document.

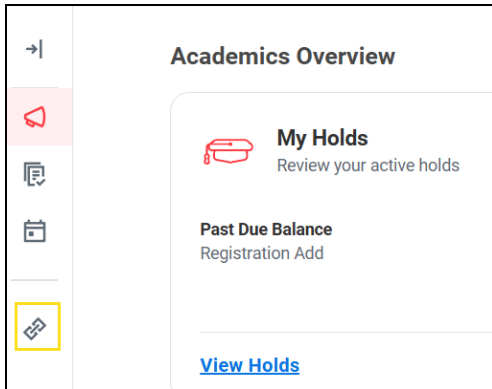
PROCESS:

1. From the *Workday Homepage*, go to the  in the top left corner.



2. Select the **Academics Hub** from the menu.

NOTE: If you do not see the Academics Hub on your menu, you can add it by clicking the Edit button at the bottom of the screen. You can also change the order of Apps or delete them by clicking the **Edit** button.



3. Click the **Suggested Links** icon on the left of the screen.

4. Click the **Confirm** checkbox, then click **OK**.

5. A notification will appear informing of the request process. **Click Notify Me Later.**
6. Once the transcript has been generated, you will receive a notification. Click the **Notifications icon**  located in the upper right corner of the Workday window.

Notifications

Viewing: All

Sort By: Newest

From Last 30 Days

Document Available

A11111155_Transcript.pdf is now available in My Reports

2 minute(s) ago

Document Available

2 minute(s) ago

A11111155_Transcript.pdf is now available in My Reports

Details

A11111155_Transcript.pdf

- Click on the notification, then click the link for the transcript document. The unofficial transcript will load. It can then be printed or downloaded.

Southern Oregon University Unofficial Transcript Student Name: Jerusha Abbott Student ID: A11111155				
Academic Level: Undergraduate Current Program Major: History BA Major				
Course	Title	Cred	Grd	Pts R
MTH 105Z	Math in Society	4.00	IP	0.00
***** TOTALS *****				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	0.00	0.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	0.00	0.00	0.00	0.00
***** END OF TRANSCRIPT *****				