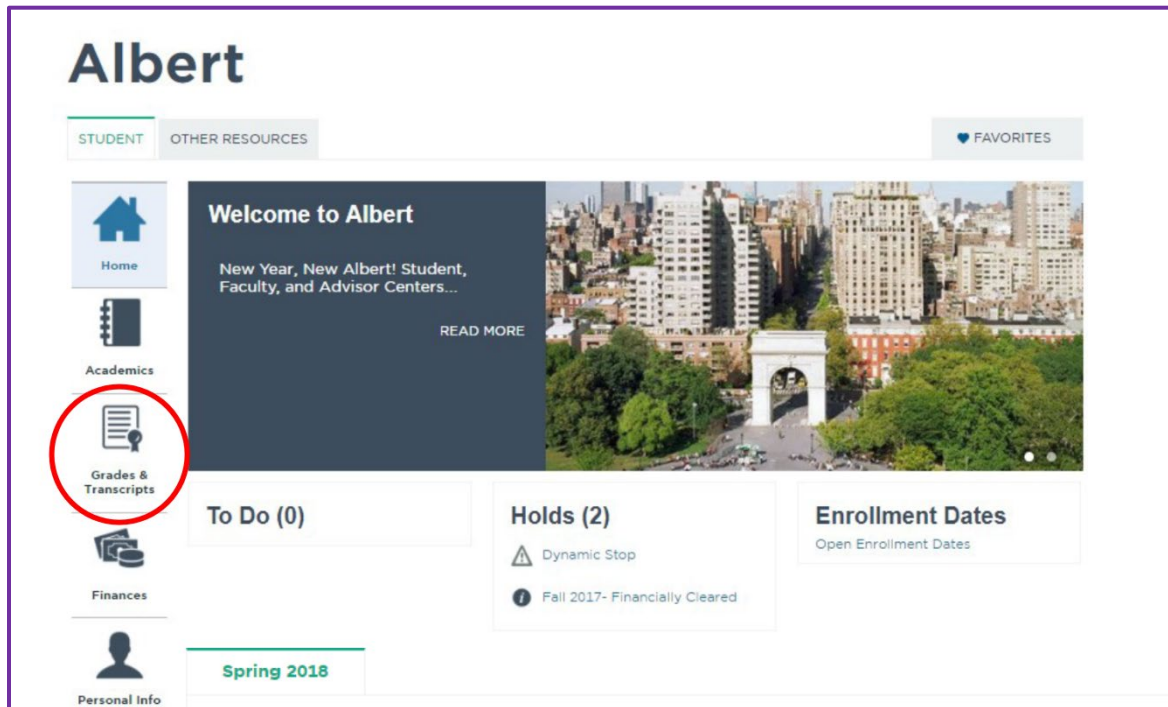
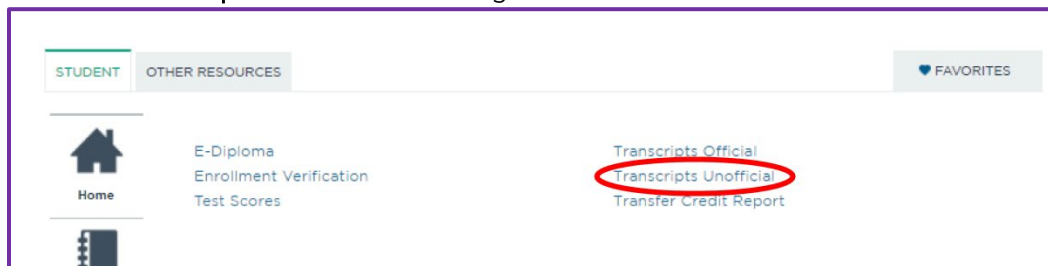


#StudentLinkDIY: How To Request Unofficial Transcript

1. Log onto [Albert](#) and click on the “Sign in to Albert” tab.
2. Select the “Grades & Transcripts” tab on the left.



3. Click on “Transcript Unofficial” on the right.



4. Select “Academic Institution” and “Report Type” in the drop-down menu.
Please disable any pop-up blockers
Select “View Report.”
5. A PDF of your unofficial transcript should be generated and automatically open up in a new tab on your browser.

NOTE: The Registrar’s Office does not issue unofficial transcripts. They must be printed by the student from their [Albert Student Portal](#).