How to View an Unofficial Transcript

1. Select the My Student Center in your MyUB Portal

2. In the drop down box under Academics select “Transcript: View Unofficial” and click the GO button.

3. You will be taken to the “View Unofficial Transcript” page. Select the transcript report type you need in the drop down box and press view report.

A printable copy of the Unofficial Transcript Report will appear after the “view report” button is pressed.