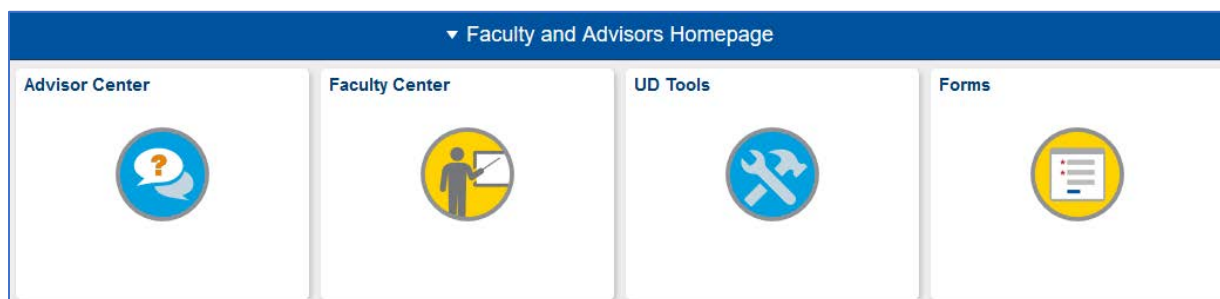


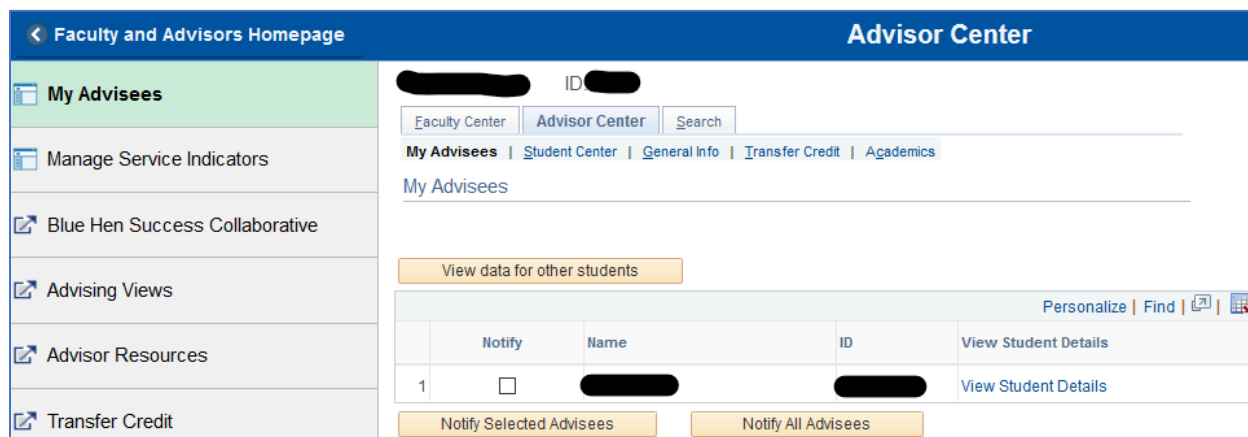
Faculty and Advisors: Requesting Unofficial Transcripts

Unofficial Transcripts are intended for internal University of Delaware use only, and are available self-service to students, faculty, and staff through [UDSIS](#). These are provided for faculty/staff use on a need to know basis. Navigation to the Unofficial Transcript can vary depending on your role and security access. This document is for faculty and staff in an advising role, with access to the Advisor Center tile on the Faculty and Advisors Homepage.

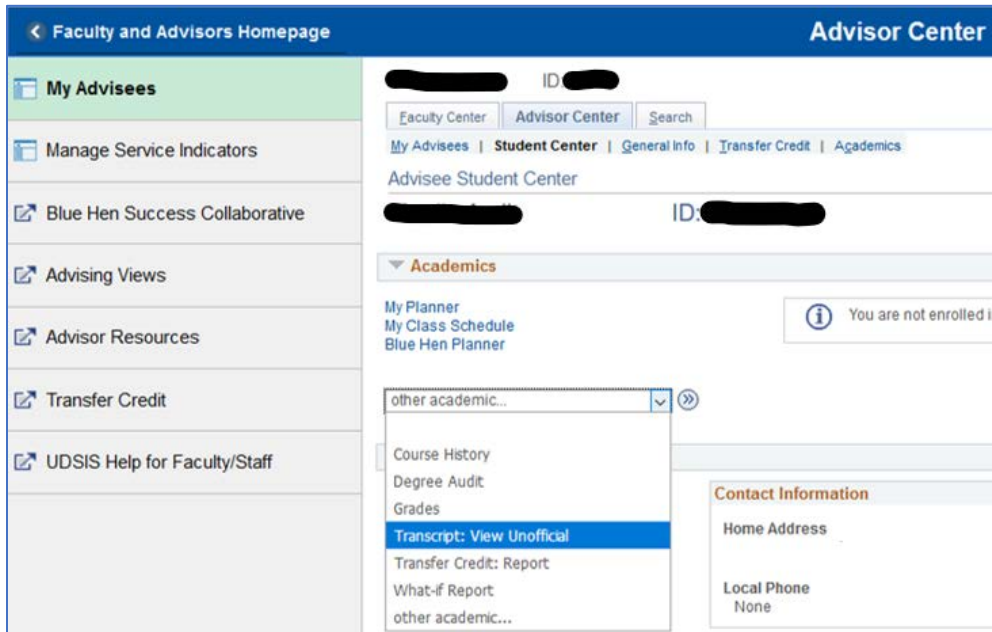
Navigation:



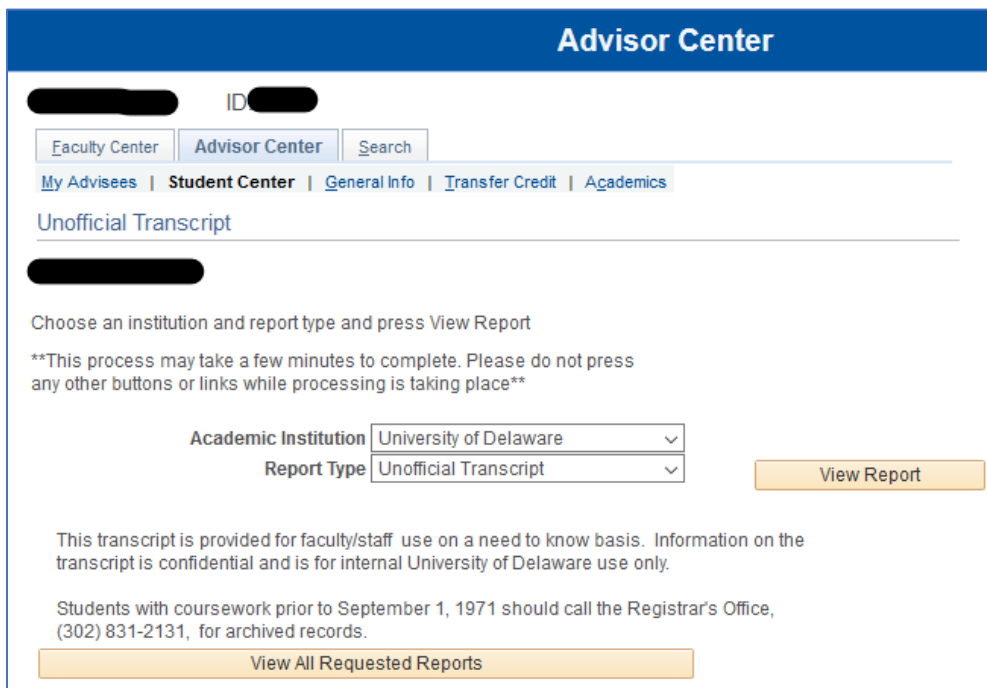
Log into [UDSIS](#). On the **Faculty and Advisors Homepage**, click the **Advisor Center** tile.



With the **My Advisees** menu item selected, click the **View data for other students** button to search for a student that is not a currently assigned advisee, or click the **View Student Details** link for a current assigned advisee.



After choosing the student, use the **other academic...** drop down menu and select **Transcript: View Unofficial**. Click the >> button to the right of the menu.



For **Academic Institution**, choose **University of Delaware**. For **Report Type**, choose **Unofficial Transcript**. Click the **View Report** button. The requested Unofficial Transcript will appear in a separate pop-up window as a PDF. If you are having trouble, check your [pop-up blocker](#) settings, and be sure you have Adobe Reader or a similar program for reading PDF files. The above screen will change to the **Previous Requests** screen after the pop-up window appears:

Advisor Center

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Unofficial Transcript

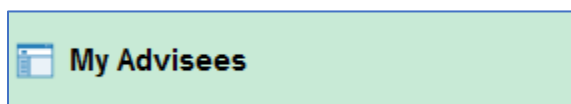
Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date		
View Report	03/26/2019	Unofficial Transcript	UOD01		Immediate Processing	03/26/2019	+	-
View Report	04/10/2018	Unofficial Transcript	UOD01		Immediate Processing	04/10/2018	+	-
View Report	09/01/2017	Unofficial Transcript	UOD01		Immediate Processing	09/01/2017	+	-
View Report	08/30/2017	Unofficial Transcript	UOD01		Immediate Processing	08/30/2017	+	-
View Report	08/09/2017	Unofficial Transcript	UOD01		Immediate Processing	08/09/2017	+	-
View Report	04/12/2017	Unofficial Transcript	UOD01		Immediate Processing	04/12/2017	+	-
View Report	12/15/2016	Unofficial Transcript	UOD01		Immediate Processing	12/15/2016	+	-
View Report	10/20/2015	Unofficial Transcript	UOD01		Immediate Processing	10/20/2015	+	-
View Report	10/12/2015	Unofficial Transcript	UOD01		Immediate Processing	10/12/2015	+	-
View Report	06/12/2015	Unofficial Transcript	UOD01		Immediate Processing	06/12/2015	+	-

[Cancel](#)

To skip directly to the **Previous Requests** screen without generating a new Unofficial Transcript for that student record, click the **View All Requested Reports** button. This page displays a table of all Unofficial Transcripts that you have requested for the selected student, with a **View Report** button to access each of those, as well as the date it was requested.

Click the **Cancel** button to return to the Unofficial Transcript request page for this student. Clicking **Cancel** again will return you to the Student Center tab of that student's record.



Click the **My Advisees** menu item to the left of the screen to return to the My Advisees page and choose a different student.

For information on the structure and features of the Unofficial Transcript, see: [Reading Unofficial Transcripts](#)