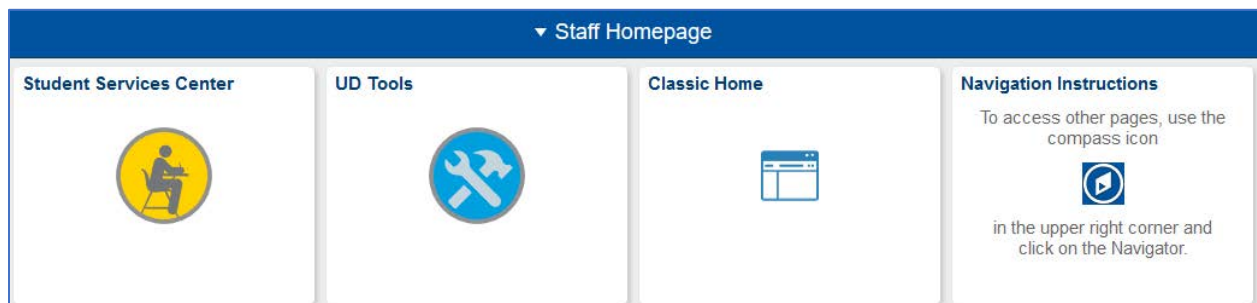


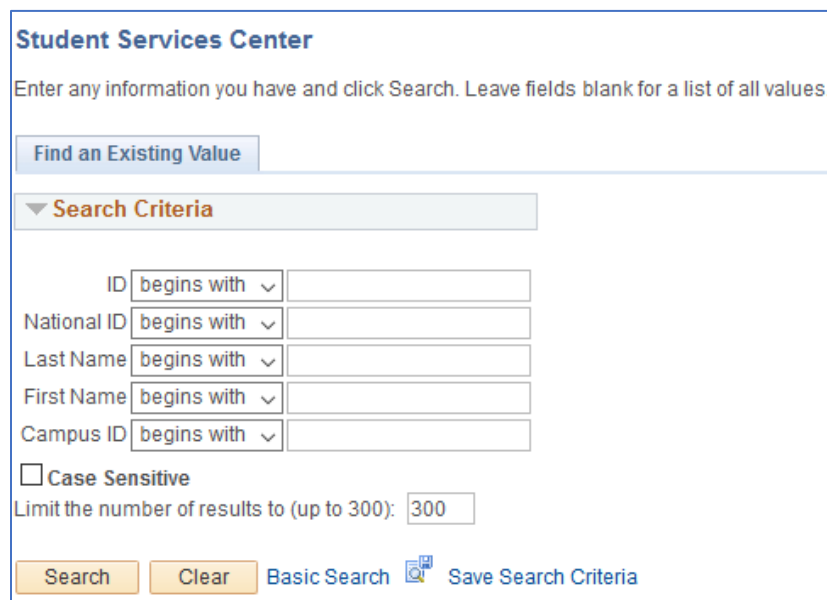
## Staff: Requesting Unofficial Transcripts

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 administrative staff, with access to the Student Services Center tile on the Staff Homepage.

### Navigation:

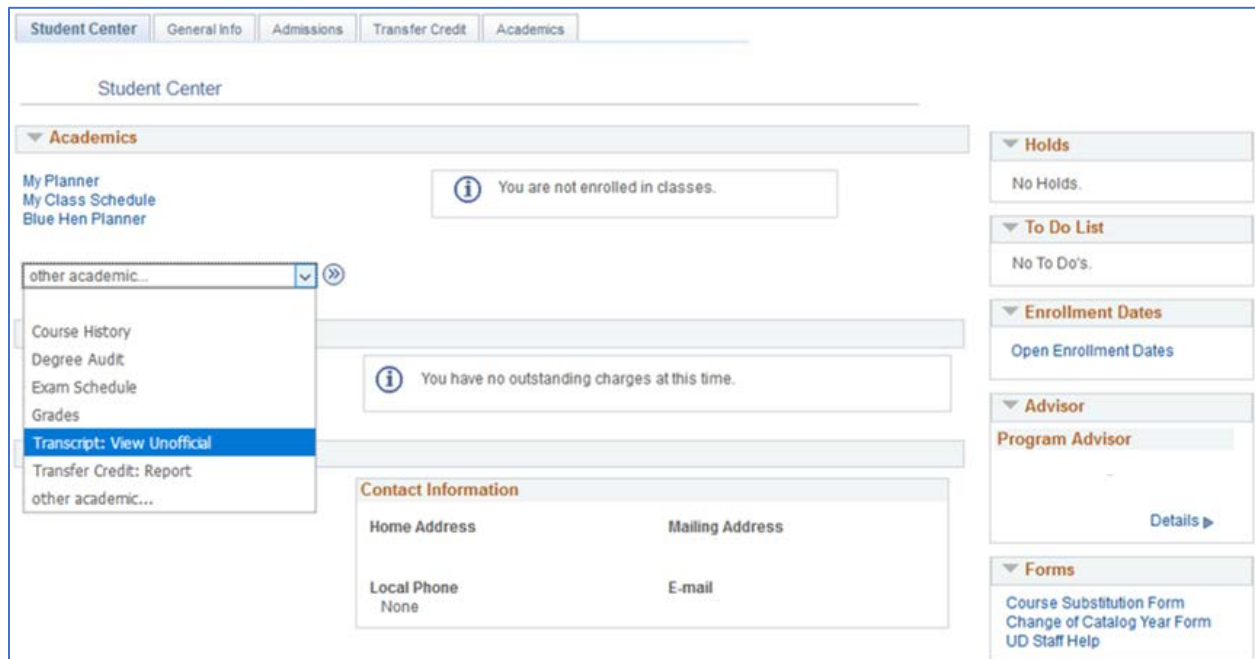


Log into [UDSIS](#). On the **Staff Homepage**, click the **Student Services Center** tile.



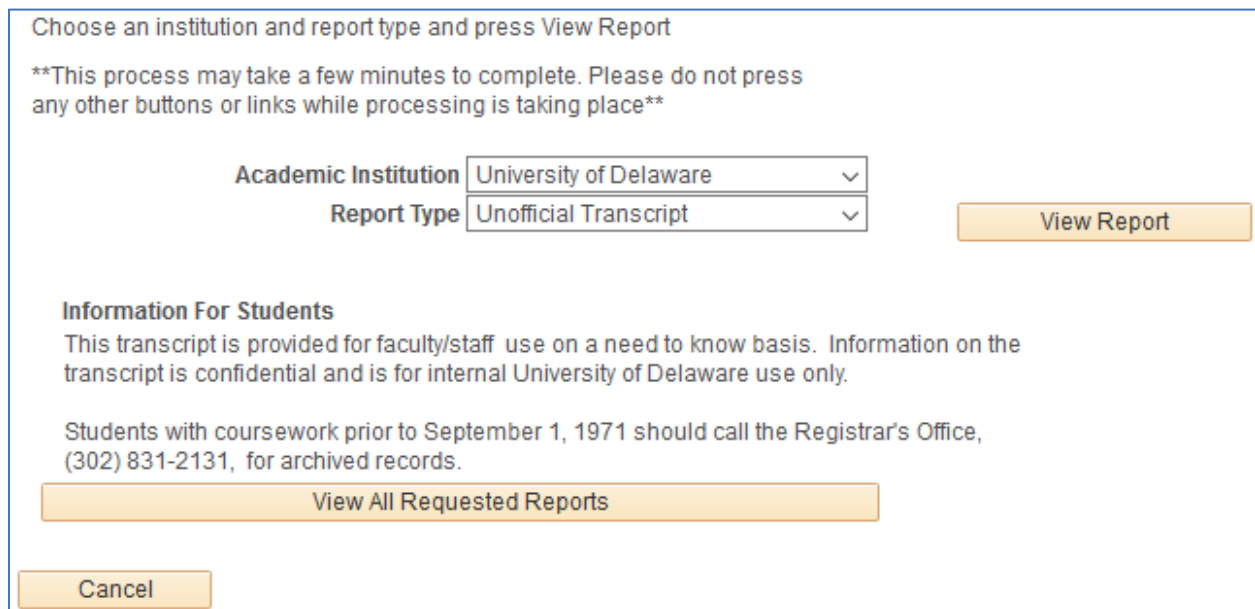
The screenshot shows the "Student Services Center" search interface. At the top, it says "Student Services Center" in blue. Below that, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a blue button labeled "Find an Existing Value". Below that is a dropdown menu labeled "Search Criteria" with a downward arrow. Underneath are five search criteria, each with a dropdown menu set to "begins with" and an adjacent text input field: "ID", "National ID", "Last Name", "First Name", and "Campus ID". Below these is a checkbox labeled "Case Sensitive" which is unchecked. Underneath that is the text "Limit the number of results to (up to 300):" followed by a text input field containing the number "300". At the bottom, there are four buttons: "Search" (orange), "Clear" (orange), "Basic Search" (blue), and "Save Search Criteria" (blue).

Use the **ID** or **Last Name** and **First Name** fields to search for the student. Click **Search** and choose the appropriate record if there are multiple results.



The screenshot shows the Student Center interface with the Academics tab selected. A dropdown menu is open for the 'other academic...' option, with 'Transcript: View Unofficial' highlighted. The interface also displays messages such as 'You are not enrolled in classes.' and 'You have no outstanding charges at this time.' The right sidebar contains sections for Holds, To Do List, Enrollment Dates, Advisor, and Forms.

On the **Student Center** tab, use the **other academic...** drop-down menu and choose **Transcript: View Unofficial**. Click the (>>) button to the right of the menu.



Choose an institution and report type and press View Report

**\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***

Academic Institution: University of Delaware  
Report Type: Unofficial Transcript

**View Report**

**Information For Students**  
This transcript is provided for faculty/staff use on a need to know basis. Information on the transcript is confidential and is for internal University of Delaware use only.

Students with coursework prior to September 1, 1971 should call the Registrar's Office, (302) 831-2131, for archived records.

**View All Requested Reports**

**Cancel**

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:

**Previous Requests**

Personalize | Find | View All | First 1-10 of 14 Last

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

[Cancel](#)

To skip directly to the above **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 this particular 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.

[Return To Search](#)

At the bottom of the Student Center page is a **Return to Search** button. Click this button to return to the Student Services Center search page and choose another student.

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