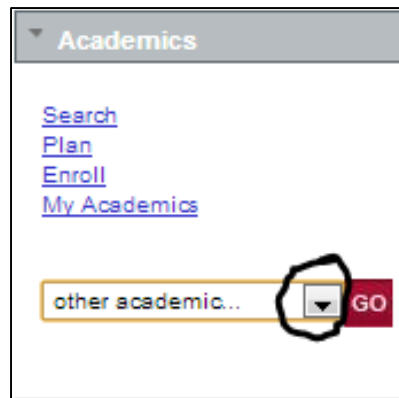


How to View Unofficial Transcripts in zsis

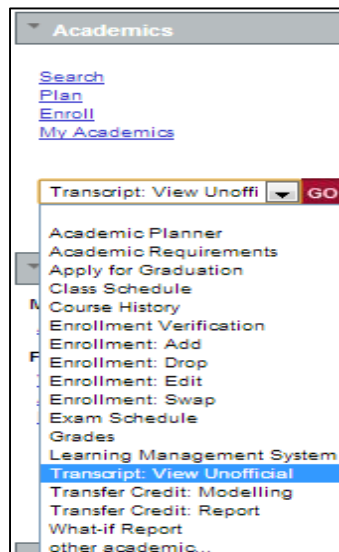
1. Logon to zsis.
2. Click on Student Center.



3. Click on the drop down menu under Academics.



4. Select Transcript: View Unofficial. Click Go.



- 5. Select the Report Type “Unofficial Academic Record.”
- 6. Click “view report.”

The screenshot shows a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics'. Below is the title 'View Unofficial Transcript'. A message reads: 'Choose an institution and report type and press View Report' followed by a warning: '**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. The form includes a dropdown for 'Academic Institution' set to 'Washington State University' and a dropdown for 'Report Type' set to 'Unofficial Academic Record'. A green 'view report' button is highlighted with a blue arrow pointing to it from the right.

- 7. Click “view report”.

The screenshot shows the 'View Unofficial Transcript' page with the title 'View Unofficial Transcript' and the section 'Previous Requests'. A table with columns 'Request Date', 'Description', 'Institution', 'User ID', and 'Future Release' is displayed. The first row contains the data: '12/21/2012', 'Unofficial Academic Record', 'WSUNV', '000428070', and 'Immediate Processing'. A 'view report' button is highlighted in the first row with a blue arrow pointing down to it.

	Request Date	Description	Institution	User ID	Future Release
view report	12/21/2012	Unofficial Academic Record	WSUNV	000428070	Immediate Processing

- 8. PLEASE NOTE: The transcript populates in a new window. CHECK POP UP BLOCKERS if your transcript does not appear.