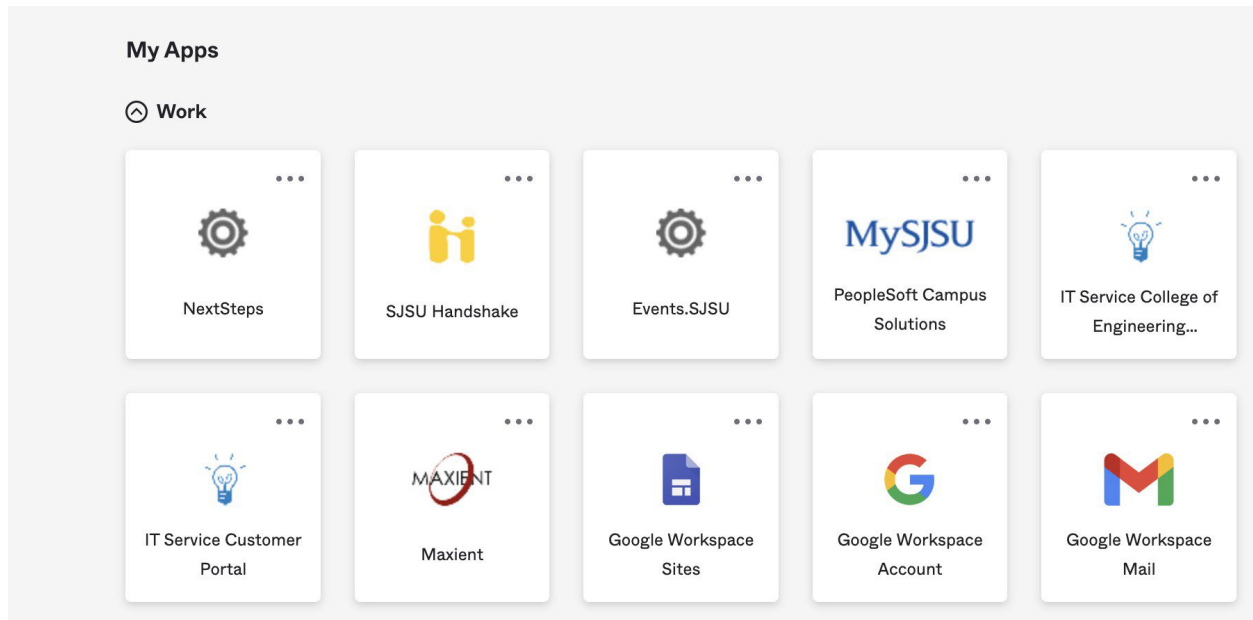
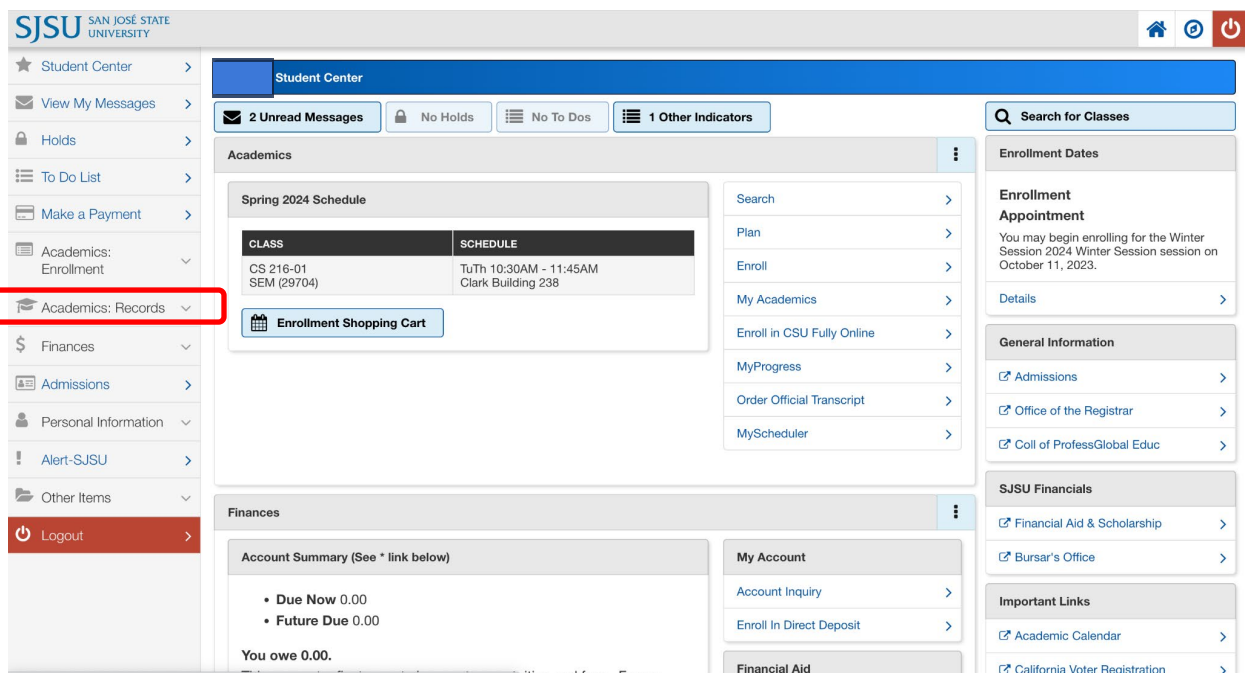


Instructions to Print/Save Unofficial Transcript

1. Log into MYSJSU Account ([Link](#))
2. Click PeopleSoft Campus Solutions



3. You will view the following page:



4. Click 'Academics: Records' in the dropdown menu select 'View Unofficial Transcript'.

The screenshot shows a student portal interface. On the left is a vertical navigation menu with the following items: 'Holds', 'To Do List', 'Make a Payment', 'Academics: Enrollment', 'Academics: Records' (highlighted with a red circle), 'MyProgress', 'MyPlanner', 'MyDegree Tracker', 'My Course History', 'View What-if Report', 'View My Grades', 'View Unofficial Transcript' (highlighted with a red circle), 'View Transfer Credit Report', 'View PDC Unofficial Transcript', and 'Finances'. The main content area is divided into two sections. The top section is titled 'Academics' and contains a 'Spring 2024 Schedule' table. The table has two columns: 'CLASS' and 'SCHEDULE'. The first row shows 'CS 216-01 SEM (29704)' under the CLASS column and 'TuTh 10:30AM - 11:45AM Clark Building 238' under the SCHEDULE column. Below the table is a button labeled 'Enrollment Shopping Cart'. The bottom section is titled 'Finances' and contains an 'Account Summary (See * link below)' with two bullet points: 'Due Now 0.00' and 'Future Due 0.00'.

CLASS	SCHEDULE
CS 216-01 SEM (29704)	TuTh 10:30AM - 11:45AM Clark Building 238

Enrollment Shopping Cart

Finances

Account Summary (See * link below)

- Due Now 0.00
- Future Due 0.00

3. Click 'Go'

The screenshot shows the 'Unofficial Transcript' page. At the top is a blue header bar with the text 'Unofficial Transcript'. Below the header is a section with a person icon and the text 'Student name'. Underneath this is a note: '**This process may take a few minutes to comp'. Below the note is the text 'Empl ID:'. At the bottom of the page is a button labeled 'GO', which is highlighted with a red circle.

Unofficial Transcript

Student name

**This process may take a few minutes to comp

Empl ID:

GO

You will see your unofficial transcript in the following format:

San Jose State University

STUDENT NAME: **Student name**

STUDENT NUMBER: **Student ID**

BIRTH MO/DAY:

DATE PRINTED: 12/15/2023

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GRADUATE RECORD

DEGREE OBJECTIVE:

Graduate requirements not yet completed

EXTERNAL DEGREE

BEN MARCH 2021

FALL SEMESTER 2022

MSD – Masters Degree

MAJOR: MS Computer Science

			UA	UG	UE	GR	GP	GPA
CS	157C	NoSQL	3.0	3.0	3.0	A	12.0	
CS	200W	Grad Tech Writing	3.0	3.0	3.0	A	12.0	
CS	271	Top Machine Learn	3.0	3.0	3.0	A	12.0	
	SEMESTER TOTAL:		9.0	9.0	9.0		36.0	4.000
	SJSU CUM:		9.0	9.0	9.0		36.0	4.000
	ALL COLLEGE:		9.0	9.0	9.0		36.0	4.000

SPRING SEMESTER 2023

UA UG UE GR GP GPA

4. Print the transcript or Save as PDF format

***Make sure name and ID# shows on transcript.**

***If it prints multiple pages, it will still be accepted.**

***Make sure it is in readable format.**