



# Transcripts: View an Unofficial Transcript

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This guide provides instructions for students to view and download their unofficial transcript in RamPortal

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## NAVIGATION

- Login to Ramportal using your WCU Single Sign On (SSO) at [ramportal.wcupa.edu](http://ramportal.wcupa.edu).
- Locate the **Academic History** card on your home page and select **the Unofficial Transcript** button. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#)

### Academic History



Click button to review the courses you have already completed and transferred into WCU through the unofficial transcript.

UNOFFICIAL TRANSCRIPT

## VIEW YOUR UNOFFICIAL TRANSCRIPT

Once the Academic Transcript page loads:

1. Choose the **Transcript Level** (i.e., Undergraduate, Graduate).
2. Choose the **Transcript Type** (Unofficial Web Transcript).
3. Click **Submit**.



## Academic Transcript

Student / Academic Transcript

Choose your Transcript Level and Type, then click Submit.

Transcript Level  ▼

Transcript Type  ▼

4. Your unofficial transcript will load on the page.

**Note:** Some holds prevent students from accessing transcripts. Check the **Holds** card on your RamPortal home page for more information.

5. To save or print a copy of your unofficial transcript, click the **Print** icon in the upper right corner.

For support, please submit a ticket at <https://wcupaprod.service-now.com/aes>