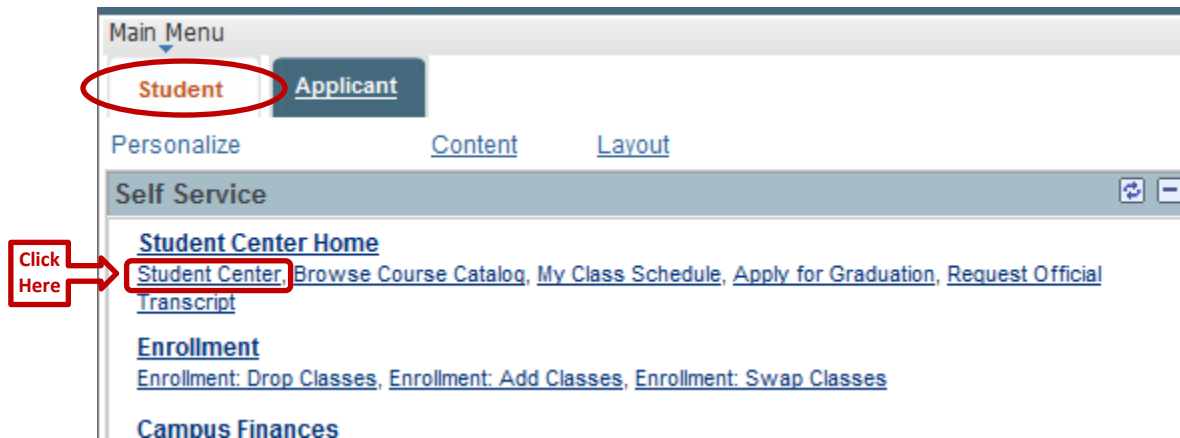


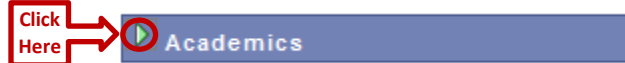
Viewing an Unofficial Transcript

Unofficial Transcripts may be viewed by students using myUTH. Follow the steps below.

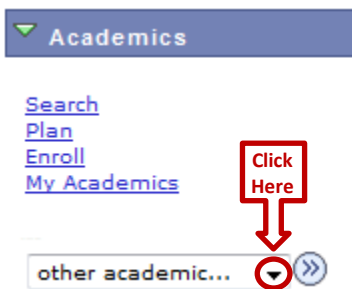
1. Signon to myUTH
2. If you have more than one person-type tab, verify that you are on the Student tab, then select Student Center



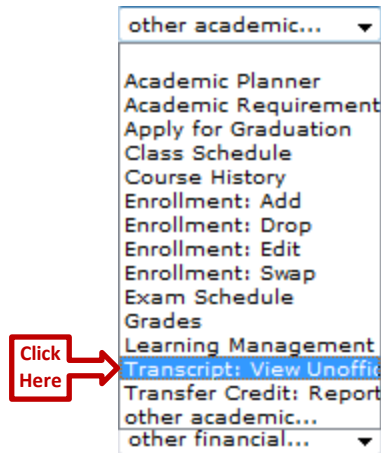
3. If it is not already expanded, expand the Academics bar by clicking on the right-pointing arrow



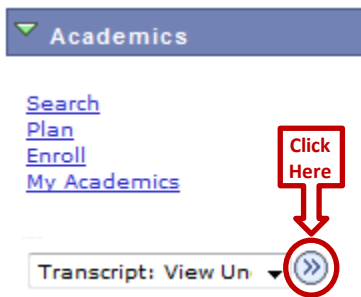
4. Expand the "other academic..." list



5. In the expanded list, select Transcript: View Unofficial



6. Click the >> "Go" icon



7. On the View Unofficial Transcripts page, expand the Report Type list, 1.) select Unofficial Transcript, then 2.) select View Report

View Unofficial Transcript

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****

A screenshot of the 'View Unofficial Transcript' form. The form has two dropdown menus: 'Academic Institution' (set to 'Univ. of Texas HSC at Hous') and 'Report Type' (set to 'Unofficial Transcript'). A red box with the text 'Click Here' and an arrow points to the 'Unofficial Transcript' option in the 'Report Type' dropdown, with a '1' next to it. To the right of the form is a green 'view report' button. A red box with the text 'Click Here' and an arrow points to the 'view report' button, with a '2' next to it.

8. The Unofficial Transcript will be displayed as a PDF document in a pop-up window.