View Unofficial Transcript from Faculty Center

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

Log in to **Access Stout** with your **User ID** and **Password**.

1. **Login**
2. **Select Self Service.**
3. **Select Advisee Student Center.**
Choose an **advisee** from the drop down menu

In addition, an option is available to view other non-advisee’s transcripts

After step two select **My Advisees** instead of Advisee Student Center

Page down past current student advisees and select **view data for other students**. On the next page additional students can be found when basic information about them is entered in the search box.
Choose Transcript: View Unofficial from the drop down menu

Select the >> icon

Choose UW-Stout as the academic institution and choose Unofficial for the report type then select View Report

It may be necessary to hold down the "ctrl" key until the report appears depending on browser settings. A PDF report will generate (in a pop-up window) and allow viewing of course history in a transcript format.