

Print Your Unofficial Transcript

- › Access Stout
- › Activity Insight
- › Campus Card
- › Email
- › My UW
- › OrgSync

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.

| Logins |

An unofficial transcript is usually used for personal planning and advisement . It does not contain the signature or university seal and is printed on white paper.

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

1

Login

AccessSTOUT

User ID: 1.

Password: 2.

Sign In 3.

Forgot your password? | Search for classes

WebNow Login

Select **Self Service**.

2

Select Self Service

AccessSTOUT

Favorites | Main Menu

Menu

Search:

UWS Custom

Self Service

Select **Student Center**.

3

Select Student Center

AccessSTOUT

Favorites | Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

Student Center

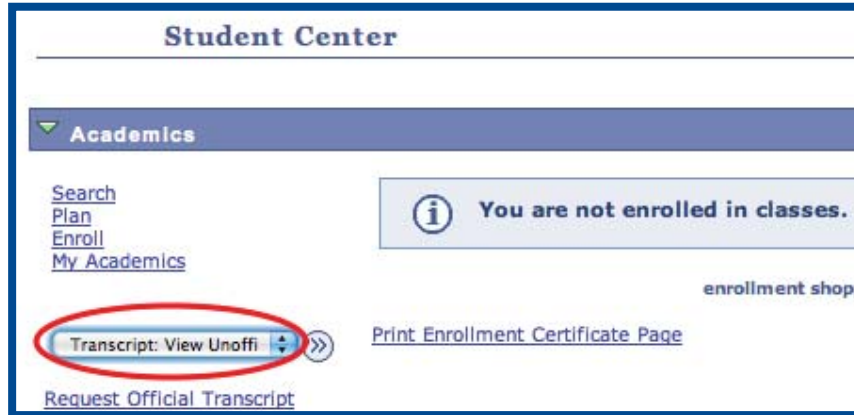
Use the student center to manage school related activities.

Print Your Unofficial Transcript

4

Choose
Transcript:
Unofficial

Choose in the category **Academics** within the drop-down menu "**other academic ...**" the item **Transcript: View Unofficial**.

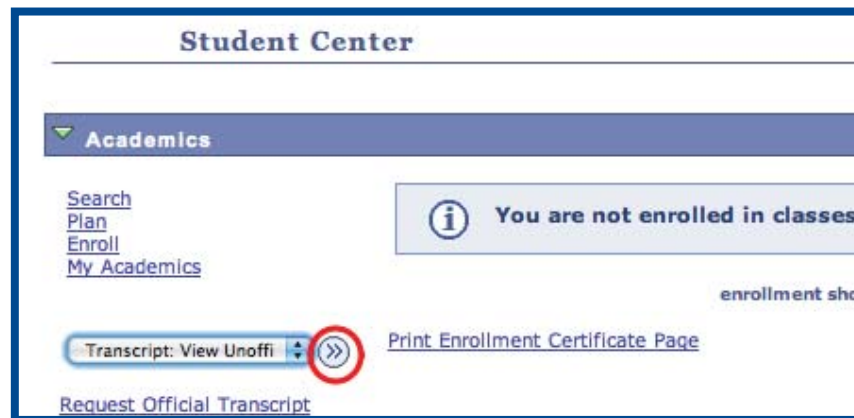


The screenshot shows the 'Student Center' interface. Under the 'Academics' dropdown menu, the following options are listed: Search, Plan, Enroll, My Academics, and 'Transcript: View Unofficial'. The 'Transcript: View Unofficial' option is circled in red. To the right of this option is a blue circle containing a white right-pointing arrow (the 'Go' button). Other visible elements include a message box stating 'You are not enrolled in classes.', a 'Print Enrollment Certificate Page' link, and a 'Request Official Transcript' link.

5

Proceed to
Transcript

Select the blue circle (**Go**) to the right of the drop-down menu.

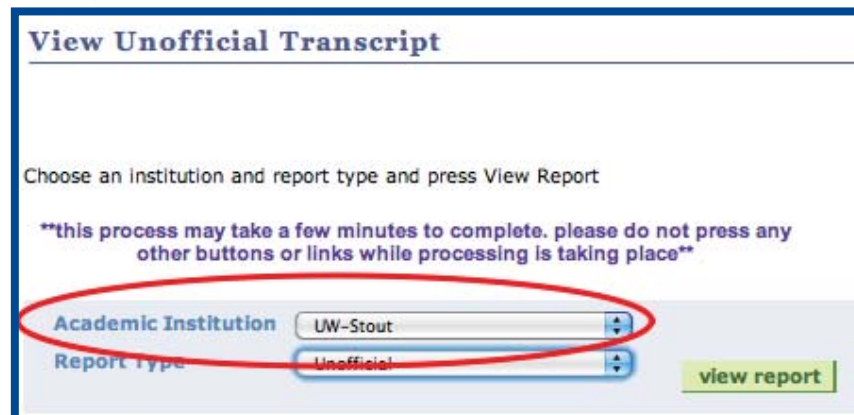


This screenshot is identical to the previous one, but the blue circle with the white right-pointing arrow next to the 'Transcript: View Unofficial' option is now circled in red, indicating it should be clicked.

6

Choose
Academic
Institution

Change the **Academic Institution** to **UW-Stout**.



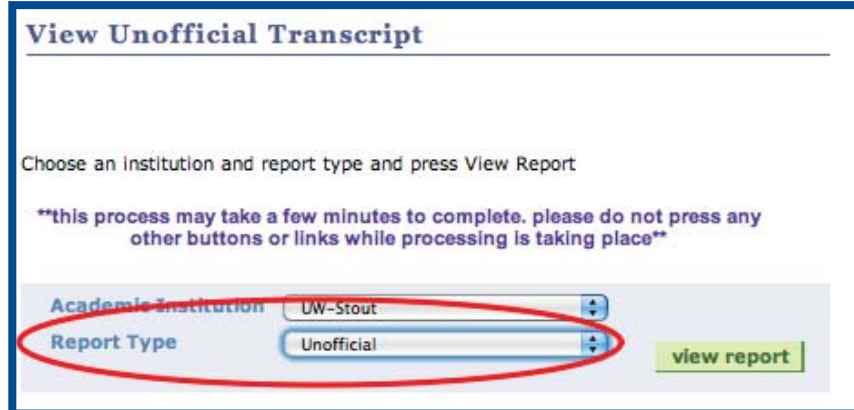
The screenshot shows the 'View Unofficial Transcript' page. It prompts the user to 'Choose an Institution and report type and press View Report'. A warning message states: '**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. Below this, there are two dropdown menus: 'Academic Institution' (set to 'UW-Stout') and 'Report type' (set to 'Unofficial'). Both dropdown menus are circled in red. A 'view report' button is located to the right of the 'Report type' dropdown.

Print Your Unofficial Transcript

7

Choose Report Type

Change the **Report Type** to **Unofficial**.



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****

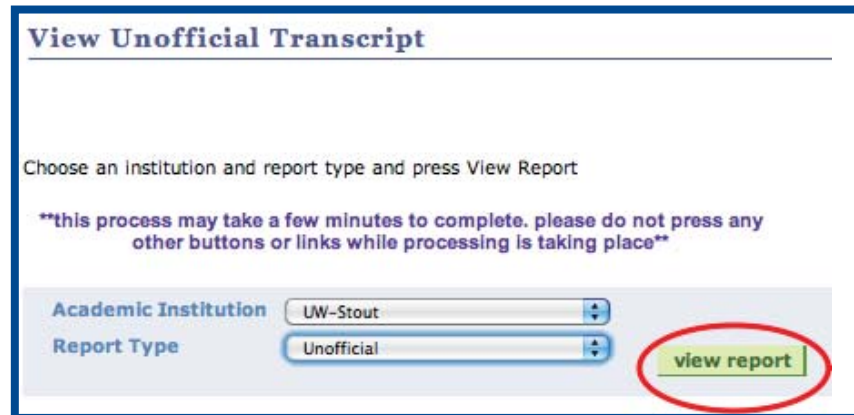
Academic Institution

Report Type

8

Generate Report

Select the **view report** button.



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****

Academic Institution

Report Type

Note: Make sure that your web browser enables pop-ups from this site. Also you may need to hold the Control key (PC) / Command key (Mac) while the transcript is generating.

Your transcript will be downloaded as a PDF file. You may print this file or save it for your own records or use (such as emailing it or submitting for an admissions process).