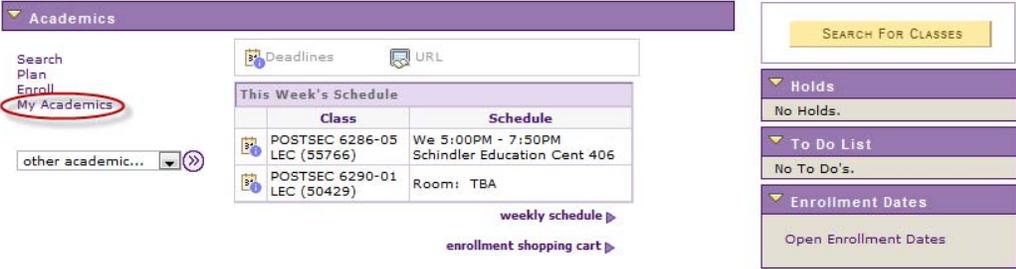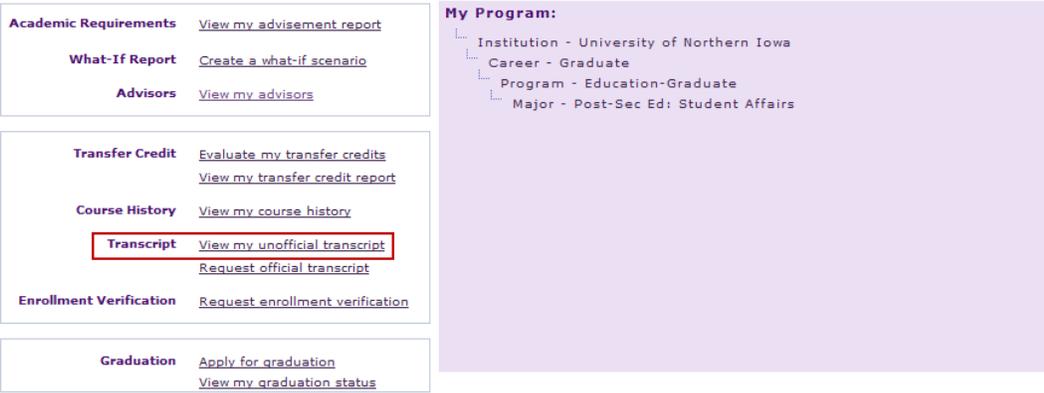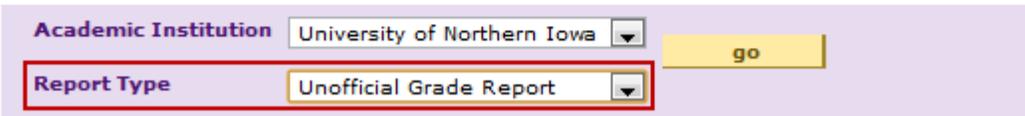# Viewing my Unofficial Cumulative Grade Report

Purpose: The following instructions describe how students may view and print their Unofficial Cumulative Grade Report (formerly known as Unofficial Transcript) via Student Center.

Step	Action
1.	Log onto *My Universe*. Click the **Go to my Student Center** link on the *My Page* tab. *Note:* The thumbnail image is also a link to **Student Center**.
2.	In the *Academics* section, click the **My Academics** link. *Note:* You may also use the other academic drop-down list and select **Transcript: View Unofficial.**

Step	Action
3.	On the *My Academics* tab, click the **View my unofficial transcript** link. **My Academics** **Academic Requirements** View my advisement report **What-If Report** Create a what-if scenario **Advisors** View my advisors **My Program:** Institution - University of Northern Iowa Career - Graduate Program - Education-Graduate Major - Post-Sec Ed: Student Affairs **Transfer Credit** Evaluate my transfer credits View my transfer credit report **Course History** View my course history **Transcript** View my unofficial transcript Request official transcript **Enrollment Verification** Request enrollment verification **Graduation** Apply for graduation View my graduation status
4.	On the **View Unofficial Transcript** page, select **UNI Cumulative Grade Report** in the *Report Type* field. **View Unofficial Transcript** Choose an institution and report type and press go to view your 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** University of Northern Iowa go **Report Type** Unofficial Grade Report

Step	Action
5.	Click the **go** button go *Result:* The report displays.
6.	Use your browser toolbar to print the report. Tips for specific browsers when printing from Student Center: • **Internet Explorer & Google Chrome** – Highlight the entire report. Click the **Print** from the browser toolbar. Choose **Selection** in the *Page Range* and then click the **Print** button. • **FireFox** – Right-click on the report, select **This frame, Print frame.**