

## How to Download Your Unofficial Transcript

1. Log in to [www.mycampus.rit.edu](http://www.mycampus.rit.edu)
2. Click on Main menu → Academic Records → View unofficial transcript
3. The transcript will show up as a PDF.

The screenshot shows the R.I.T. My Planner interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Self Service > Academic Planning > My Planner. A search menu is visible on the left. The main navigation area includes buttons for 'Enroll' and 'My Academics', and an 'Early Alert' icon. A dropdown menu is open under 'Academic Planning', showing options like 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', 'Admissions', 'Student Admission', 'Student Center', 'Request Information', 'Request Official Transcript', 'Class Search', 'Browse Course Catalog', and 'Evaluate My Transfer Credit'. A sub-menu is open under 'Academic Records', listing 'Request Official Transcript', 'View Unofficial Transcript', 'Request Official Transcript', 'View Unofficial Transcript', 'Request Enrollment Verification', 'My Course History', and 'My Advisors'. A red arrow points to the 'View Unofficial Transcript' option in the sub-menu. At the bottom left, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics', along with a 'My Planner' link and a 'Shopping Cart' link. A 'go to ...' dropdown menu is also present.

\*If you are using Google Chrome or Mozilla then you need to make sure that you click on “allow pop ups for this site”. Otherwise, you will not be able to access your unofficial transcript.