

How Do I?

Print a Student's Unofficial Transcript PeopleSoft Version 9

- 1. Sign In to LEONet Version 9 using your first initial and last name as your User ID.
- 2. Click the Sign In button.
- Select Southeastern SA Data > Southeastern SA Data > Report > Print Unofficial Transcripts.
- 4. Click **Search** and **Click Transcripts** in the search results list.

****Please Note**: If you do not have a "Transcripts" Run Control ID defined, you will need to do this:

- **Click** the **Add a New Value** link below the Search button.
- Key in **Transcripts** in Run Control ID field.
- Click the Add button. You will only need to add the Transcripts Run Control ID one time. After this you can simply click on the Search button in order to find the Transcript Run Control ID.
- 5. Input Student's ID number, and **Click Run**. If you would like to print multiple student's unofficial transcripts click the **+** to insert a row.



 You will be brought to the Process Scheduler Request page. Make sure the Server Name is "PSUNX", the Type should be Web, and the Format should be PDF.

User ID:	SCLEVENG Run Control ID: transcripts						
Server Name:	PSUNX	Run Date:	03/25/20	08 関			
Recurrence:		 Run Time: 	2:43:26P	M	Reset to Current D	ate/Time	
Time Zone:	Q						
Process List							
Select Descript	ion	Proc	ess Name	Process Typ	e <u>*Type</u>	*Format	Distribution
SLUSRT	R3	SLU	SRTR3	SQR Report	Web	PDF	 Distribution

- 7. Click the **OK** button. *The Print Unoff Trans page will display again.*
- 8. Click Process Monitor next to the Run button.
- 9. Click the **Refresh** button until the Run Status of the desired report is "Success."
- 10. Select <u>Details</u> from the Details column.
- 11. Select <u>View Log/Trace</u> located at the bottom of the Process Detail page.

File List						
Name	File Size (bytes)	Datetime Created				
SQR SLUSRTR3 1550080.log	1,518	03/25/2008 2:49:24.000000PM CDT				
slusrtr3 1550080.PDF	6,270	03/25/2008 2:49:24.000000PM CDT				
slusrtr3 1550080.out	178	03/25/2008 2:49:24.000000PM CDT				

- 12. Click on the file with the .pdf format. *The transcript(s) will be displayed in a new window*
- 13. To print the transcript(s), click the **print button** in the browsers window.
- 14. Remember to Sign Out of PeopleSoft when you have finished your session.