



How Do I? **View/Print Student Unofficial Transcripts**

PeopleSoft Version 9

1. Access Southeastern's home page at:
<http://www.selu.edu>.
2. Click on **LEONet** hyperlink located along the bottom of the page.
3. Click on **LEONet--Students**.
4. Sign In to LEONet.
Key in your User ID and password.
*Click the **Sign In** button.*
5. Select Self Service > Academic Records > View Unofficial Transcript.
6. Select **All Unofficial Transcripts** from the Report Type Dropdown menu.

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	Southeastern LA University	go
Report Type	All Unofficial Transcripts	

Information For Students

7. Click the **Go** button. Your unofficial transcript will display.
8. Select File > Print on your browser's toolbar to print your unofficial transcript.

Things to Remember

About your Unofficial Transcript:

- **Your Term GPA** is located under the listing of courses enrolled in for each term.
- **Your Cumulative GPA** is located at the bottom of your unofficial transcript.
[Click here for more information on calculating your GPA.](#)
- **You may request an official transcript** from Southeastern's Office of Records and Registration. [Click here for more information on how to request an official transcript.](#)