## Viewing and Printing Transcripts

**Path:** Records and Enrollment > Transcripts > Transcript Request

1. **Click** [Add a New Value]

2. From the **Institution** drop-down list, choose UCONN.

3. From the **Transcript Type** drop-down list, choose the type.

4. From the **Output Destination** drop-down list, choose Page or Printer.
   **Note:** Selecting **Printer** will give you the option of indicating the **Number of Copies** you need. This will produce the copies within Adobe Reader.

5. **Click** [Request Detail]

6. In the **ID** field, enter the appropriate ID. To select an ID from the Lookup List, click [Look Up] to the right of the field. On the Lookup ID page, type some criteria and then click [Look Up]. A list of IDs is displayed.
   **Note:** You may need to click [View All] for all IDs to appear.

7. To run more than one transcript at a time, click the [+] and repeat step 6.
   **Note:** If you continue to use the [+] on the last row added, the transcripts will be printed in alphabetical order from the Request Detail page.

8. **Click** [Process Request]

9. Click the Print button on the Report Results page to print the transcript you are viewing.
   **Note:** If you processed more than one transcript and would like to print them all at once, return to the Request Detail page and click the Print All button.

10. **Click** [Report Manager]

11. **Click** [Refresh] until the report status is **Posted**.

12. **Click** [Transcript] to view and print the transcript(s) in Adobe Reader.

13. **Click** [Go back to Transcript Request] to return to the Transcript Request component.