

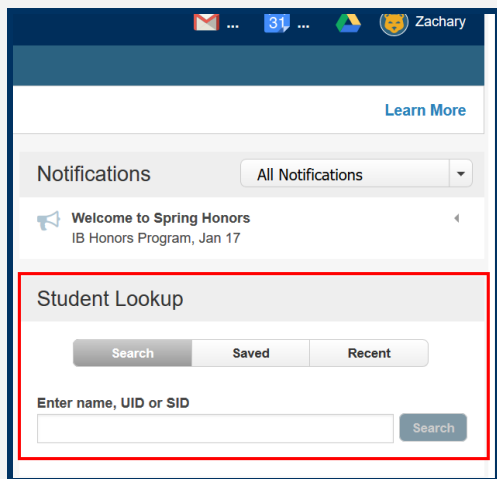
SIS Job Aid #248

View Administrative Transcript

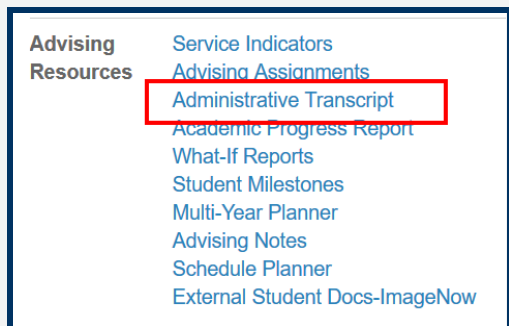
This job aid instructs **staff** members on the process for viewing a student's administrative transcript in CalCentral.

NOTE: The Administrative Transcript shows general information and may not display all academic information. Please use the **APR** or other queries for specific records and when looking for completed university or program requirements.

1. Log into CalCentral with your CalNet ID: calcentral.berkeley.edu
2. On the right side of your dashboard in CalCentral, you will find the **Student Lookup** card.
3. Enter **Student ID** number or search for it.
4. Select **Search**.



5. From the **Advising Resources** card select **Administrative Transcript**.



-
-
-
-
-
-
-
8. You may need to allow a pop-up window to view the PDF of the transcript.
9. A PDF of the Administrative transcript (unofficial transcript) will open in a new window.

Page 2 of 2