## Berkeley | Student Information Systems

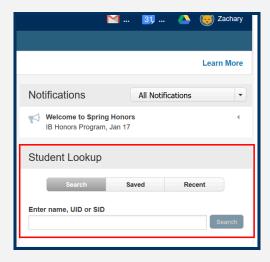
SIS Job Aid #248

## **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: <a href="mailto:calcentral.berkeley.edu">calcentral.berkeley.edu</a>
- 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.



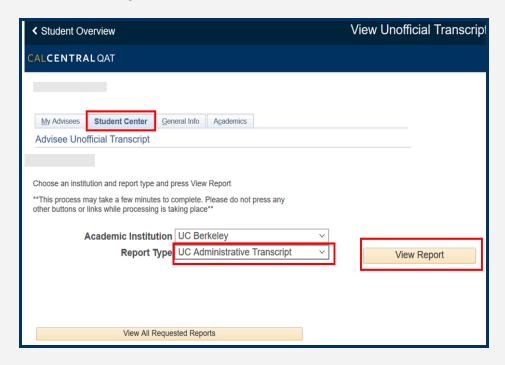
5. From the **Advising Resources** card select **Administrative Transcript**.



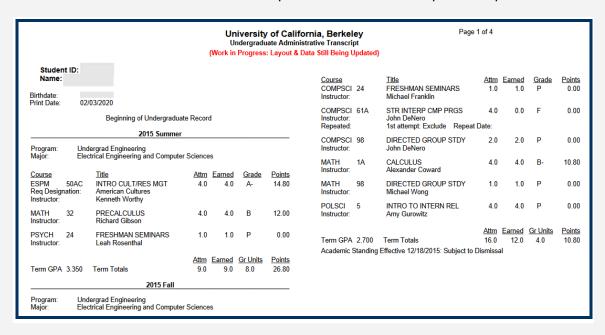
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- 6. From the Student Center tab, select Report Type UC Administrative Transcript.
- 7. Select **View Report**. (Note it is referred to as an "unofficial transcript" now.)



- 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.



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