

Electronic Transcripts

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2. Click the **ACCESS TRANSCRIPT** button.
3. Verify you have Adobe Acrobat on your computer, if not click the link in number 1 to download a free version.
 - a. Then check the box and click *Next Step*.

Access and View The Transcript in 2 Easy Steps!

1 Have the latest version of Adobe Acrobat Reader installed so you can properly open the transcript. You can download it for free from [Adobe's web site](#). If you already have Acrobat Reader you can continue to the next step.

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2

4. Check the box and click *Download My Transcript*.

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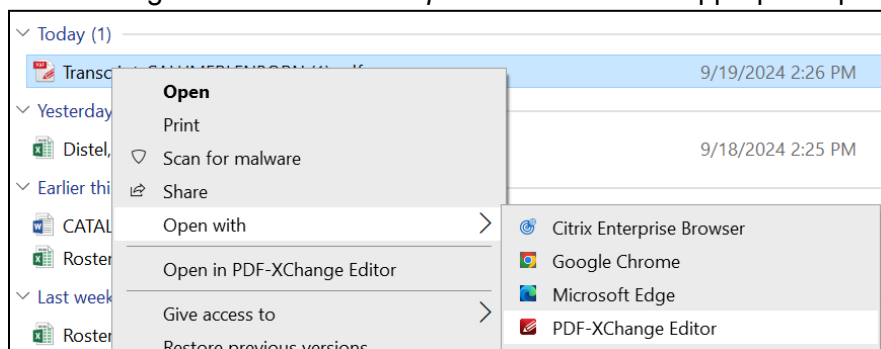
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5. Locate the download, and open in an Adobe Acrobat program.
 - a. You can right-click and select *Open with* to find the appropriate program.

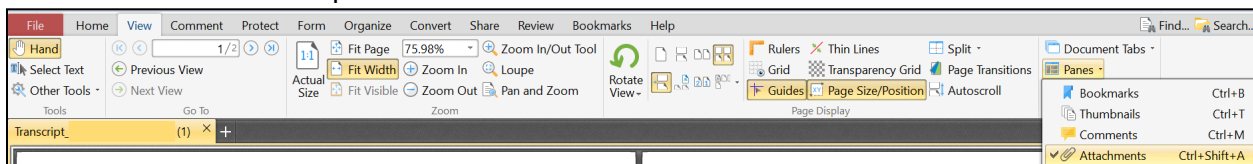


Viewing the Back of the Transcript or any Attachments

6. To find any attachments (back of transcript/additional forms) you must enable the Attachments pane in your PDF viewer (this may vary based on the program used).

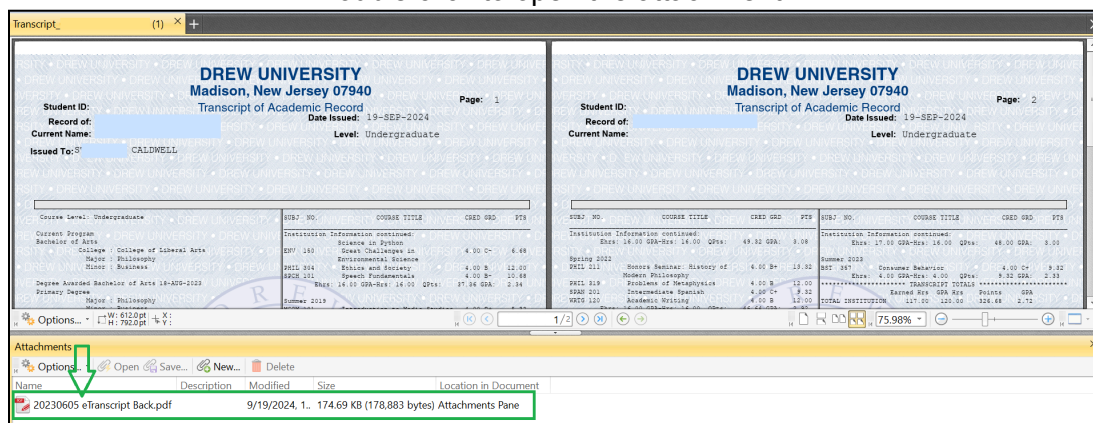
- a. PDF-XChange:

- i. Click **View**
- ii. Find **Panes** from the right-hand side and click **Attachments** from the drop-down.

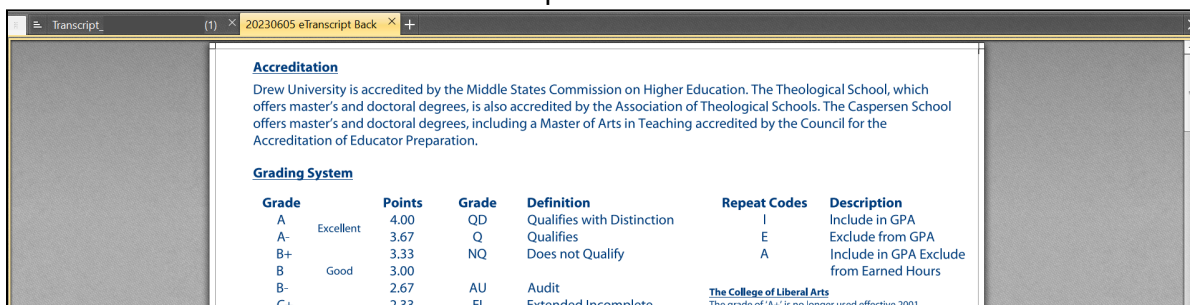


- iii. The Attachments pane displays at the bottom of the page.

1. Double click to open the attachment.



- iv. The attachment will open in a new tab.



- b. Adobe Acrobat

- i. Go to **> View > Show/Hide > Side panels > Attachments**.
- ii. Select the attachment that you want to open.