Electronic Transcripts

Downloading a Transcript

1. Open the email with the title: Transcript Link for DREW STUDENT (1111111-1) - Drew University

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*.

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

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.
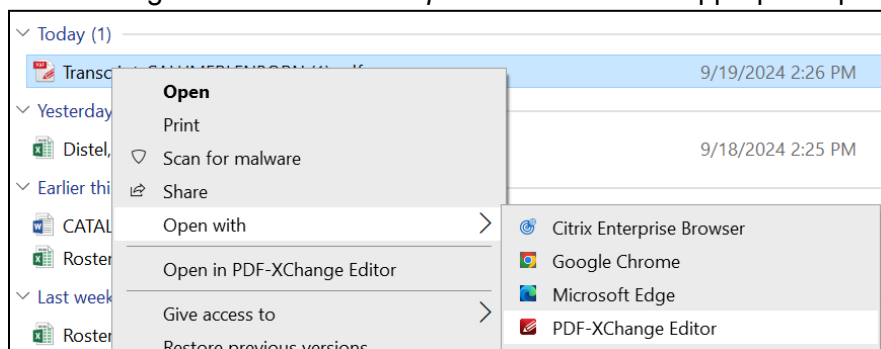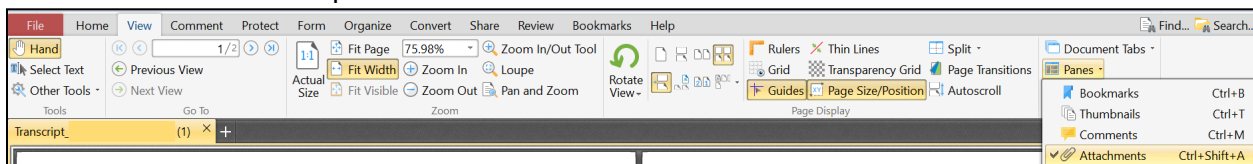
<u>Viewing the Back of the Transcript or any Attachments</u>

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).
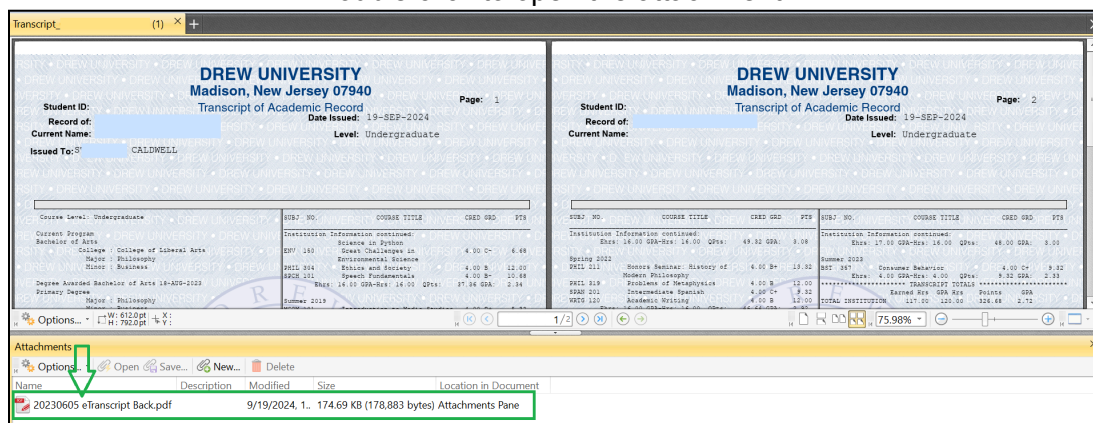
    a. PDF-XChange:

        i. Click *View*

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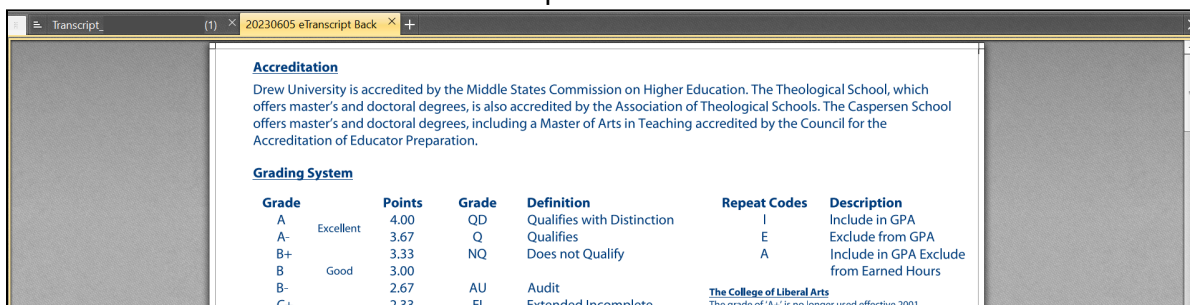

        iii. The Attachments pane displays at the bottom of the page.

            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.