

## TRANSCRIPT VIEW/PRINT NAVIGATION IN CAMPUS CONNECTION

### **To View an Advising Report (transcript):**

1. Records and Enrollment
2. Transcripts
3. Transcript Request
4. Click on “Add a New Value”, Institution should be “UND01”, choose “ADVIS” as Transcript Type, and “Page” as Output Destination.
5. Click on the Request Detail tab, enter student ID in ID box. (If you do not have the ID click on the magnifying glass to search for the ID)
6. Click on “Process Request” and the report will generate on the screen. (You may need to scroll to the left to view.)

### **To Print the Advising Report (transcript):**

1. Return to the Request Detail tab and click on the yellow “Print” button.
2. Click on “Report Manager”, a Report List will be displayed. Click on the yellow “Refresh” Button until the Status indicates **Posted**. (The status indicated may include Scheduled, Processing, Generated, and Posting. Just keep refreshing until the status is Posted.)
3. Click on the blue “Transcript” link under Description. A new browser page will open. The Advising Report will be produced in Adobe Acrobat. Click on the printer icon to print the Advising Report.