




## How Do I? View and Print my Unofficial Transcript

### Access WINS

- ▶ **Click** on **WINS** on Whitewater's home page at [www.uww.edu](http://www.uww.edu)
- ▶ Sign into WINS
- ▶ **Click** on **Student Center**.

### Accessing your Unofficial Transcript

1. From your **Student Center** page, **click** on the “**other academic...**” **dropdown** and **select** Unofficial Transcript.

Click the go button .

2. On the **View Unofficial Transcript** page click on

 go

3. Your Unofficial Transcript should appear.

4. To print the Unofficial Transcript, use the print icon



in your tool bar, or use the print function under the File menu, or press Ctrl + P.

## Things to Remember About your Unofficial Transcript

- ▶ Listed after each term is your term g.p.a., your cumulative g.p.a., your academic standing, and term honors(if you are receiving them).
- ▶ If a class does not show a grade, then the Instructor has not yet posted the grade.
- ▶ The **Return** option, located at the top and bottom of the Unofficial Transcript, will take you back to the Unofficial Transcript request page.
- ▶ **Be sure to sign out of WINS to end your session**

Before closing your web browser, sign out of WINS by clicking on **Sign out**, located in the top right corner of your page.