


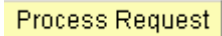


How do I? Request and Print an AR (multiple)


Version 9.0

1. **Sign in to WINS.**
2. **Click on Records and Enrollment.**
3. **Click on Transcripts.**
4. **Click on Transcript Request.**
5. **Click on Add a New Value.**
Located at the top and bottom of the search area.
6. **Enter UWWTW in the Institution Field.**
7. **Enter ADVIS in the Transcript Type Field.**
8. **Select Page for the Output Destination.**
9. **Click on the Request Detail tab.**
10. **Enter the Students ID in the ID field.**
11. Use  to insert rows for each additional Student ID.

12. Click on Process Request



13. View the results or continue to step 13 to print the AR. Use the scroll bar

 to view each student.

13. IMPORTANT - Return to the Request Detail page.

14. Click on Print from the Request Detail page.

Located on the upper right side.

15. Click on Report Manager link.

Located under the print button.

16. Click on the Refresh button until your request displays with a status of Posted.

17. Click on the Details link.

18. Click on the Transcript link.

This will open in a new window.

19. Select Print .