
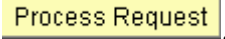







How do I? Request and Print an Unofficial Transcript (multiple)

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 UNOFF 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 Transcript. 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 .**