





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

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. Click on Process Request**  

- 12. View the results or continue to step 13 to print the Transcript.**
- 13. Click on Print**   
Located on the upper right side.
- 14. Click on Report Manager link.**  
Located under the print button.
- 15. Click on the Refresh button until your request displays with a status of Posted.**
- 16. Click on the Details link.**
- 17. Click on the SR...PDF link.**  
This will open in a new window.
- 18. Select Print** 