



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

Version 9.0


### Access WINS

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

▶ Sign into WINS

### Accessing your Unofficial Transcript

1. **Click** on **Self Service**.
2. **Click** on **Student Center**.
3. Under the Academics section select **Transcript: View Unofficial** from
4. **Click** go .
5. **Select** Univ of Wisconsin-Whitewater for **Academic Institution**.
6. **Select** Unofficial Transcript for **Report Type**
7. **Click** .

To print your 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

- ▶ **Note** for undergraduate students and advisors: **REMEDIAL WORK DOES NOT COUNT TOWARD ANY GRADUATION REQUIREMENTS** even though it may be included in the transcript's cumulative credit totals. Consult the Advising Report for degree progress information.
- ▶ 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.
- ▶ Previously requested reports can be viewed by clicking on

[VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED](#)

- ▶ **Be sure to sign out of WINS to end your session**