

Directions for Saving Unofficial Academic Transcript as PDF

MAC

1. Login to Banner Web.
2. Click “Student Services.”
3. Click “Student Records.”
4. Click “Academic Transcript (unofficial).”
5. Select level desired (“All Levels,” “Graduate,” or “Undergraduate”).
6. Click Submit.
7. Internet browser:
 - a. Safari:
 - i. Select File->Print
 - ii. At the bottom left of the Print window click “PDF.”
 - iii. Select “Save as PDF.”
 - iv. Name the file and select the desired location.
 - v. Click “Save.”
 - b. Chrome:
 - i. Select File->Print
 - ii. Under “Destination,” click “Change”
 - iii. Under “Local Destinations,” select “Save as PDF”
 - iv. Click “Save”
 - v. Name the file and select the desired location.
 - vi. Click “Save”

Windows PC

1. Login to Banner Web.
2. Click “Student Services.”
3. Click “Student Records.”
4. Click “Academic Transcript (unofficial).”
5. Select level desired (“All Levels,” “Graduate,” or “Undergraduate”).
6. Click Submit.
7. Internet browser (Google Chrome):
 1. In the upper right hand corner, click the three vertical dots (.) or press “Control+P” on the keyboard
 2. Select “Print”
 3. Under “Destination,” click “Change”
 4. Under “Local Destinations,” select “Save as PDF”
 5. Click “Save”
 6. Name the file and select the desired location.
 7. Click “Save”