How to Access Student Self Service Unofficial Transcript

1. On your browser navigate to https://my.ucf.edu

2. Click on “UCF Sign In” to the left of the search bar at the top of the page

3. Click the myUCF option, between workday and Email
4. Enter your UCF email address (nid@ucf.edu) and click “Next”

5. From the “myUCF Menu” on the lefthand side click “Student Self Service”
6. Under Academic Information click the “Other Academic Information” drop down menu.

7. Select “View Unofficial Transcript”
8. Click the “Click here to View Process” button.

Note: It may take multiple clicks on the button and a few minutes for the next step to load.
9. Click the “Click here to access the Internal Advising Transcript” button.

*Note:* It may take multiple clicks and a few minutes to load.
10. Click "Click here to view your report. Note: Make sure your pop-up blockers are turned off.

The unofficial transcripts loads in a new window or tab.
Note: If you had received a grade change, the unofficial transcript will note both the initial grade and the final grade. Your official transcript will only reflect the final grade.