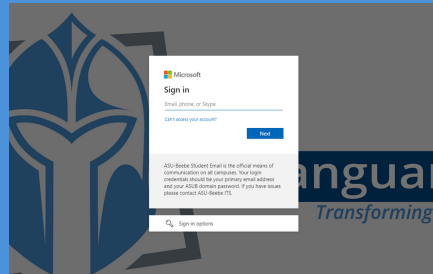


How to view your Unofficial Academic Transcript in Banner

STUDENTS ARE ADVISED TO SET UP THEIR MY.ASUB.EDU ACCOUNT AND ENROLL IN DUO MULTI-FACTOR AUTHENTICATION BEFORE ATTEMPTING THIS PROCESS.

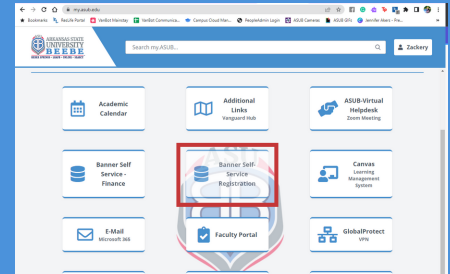


Scan QR to connect to a video tutorial and other Banner Self-Service how-to guides

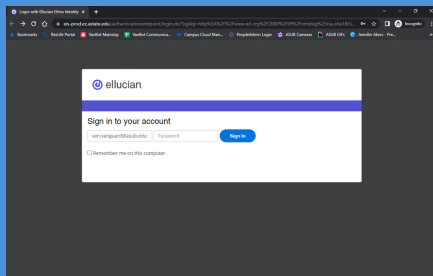


STEP 1: LOG INTO YOUR MY.ASUB.EDU HUB.

*Use your ASUB.edu email address & password.

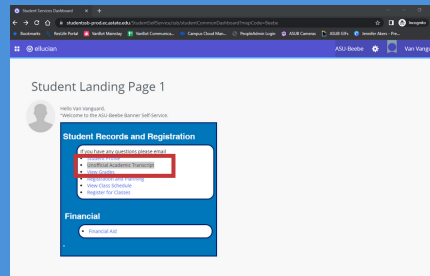


STEP 2: IN YOUR MY.ASUB.EDU HUB, SELECT THE "BANNER SELF-SERVICE" TILE.

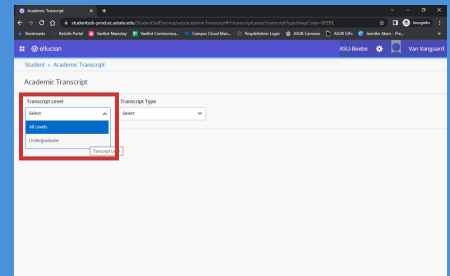


STEP 3: LOG INTO BANNER SELF-SERVICE.

*Use your ASUB.edu email address & password.

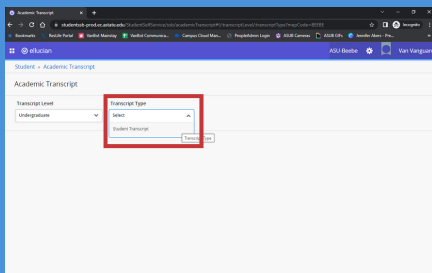


STEP 4: FROM YOUR BANNER STUDENT LANDING PAGE, SELECT "UNOFFICIAL ACADEMIC TRANSCRIPT."



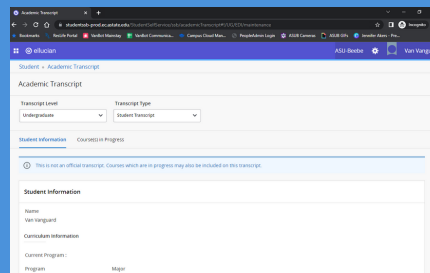
STEP 5: ONCE ON THE ACADEMIC TRANSCRIPT SCREEN, SELECT THE APPROPRIATE TRANSCRIPT LEVEL.

*Most likely, you will need to select "undergraduate."



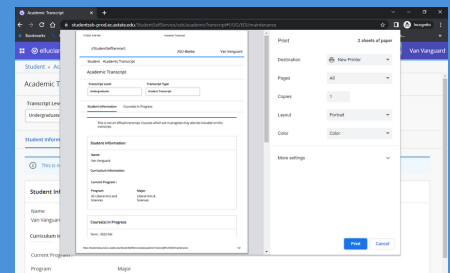
STEP 6: NEXT, SELECT THE APPROPRIATE TRANSCRIPT TYPE.

*Most likely, you will need to select "Student Transcript."



STEP 7: YOU SHOULD BE PROMPTED WITH YOUR UNOFFICIAL ACADEMIC TRANSCRIPT.

*Scroll down to view courses/ grades, currently enrolled, completed, and attempted.



STEP 8: TO PRINT YOUR UNOFFICIAL ACADEMIC TRANSCRIPT, PRESS CTRL+ P ON YOUR KEYBOARD TO GENERATE A PRINTABLE SCREEN.

*Follow printing steps for your personal device to continue.



Scan QR to connect to IT Support Helpdesk for technical assistance.