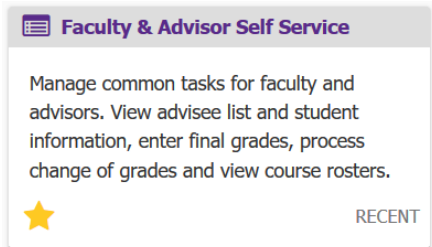
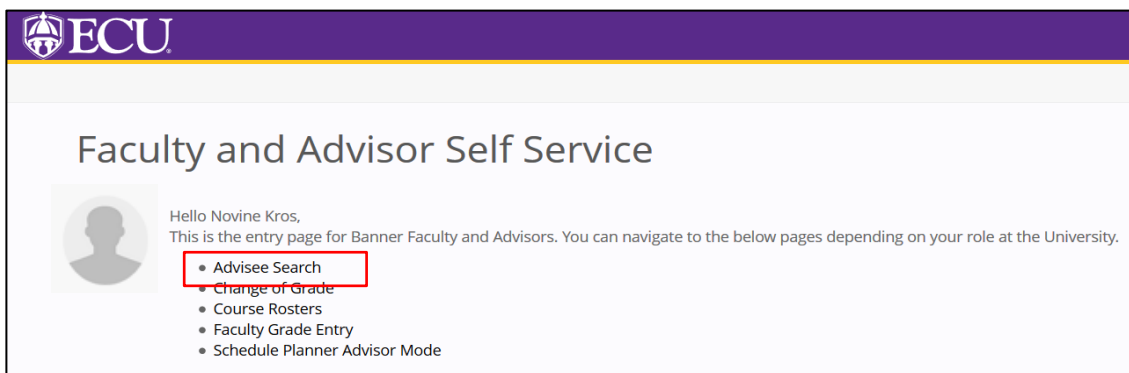


## How do I view an advisee's Academic Transcript?

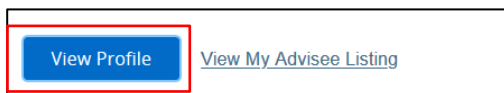
1. Log into Pirate Port using your Pirate ID and Passphrase.
2. Click the Faculty & Advisor Self Service card in Pirate Port.



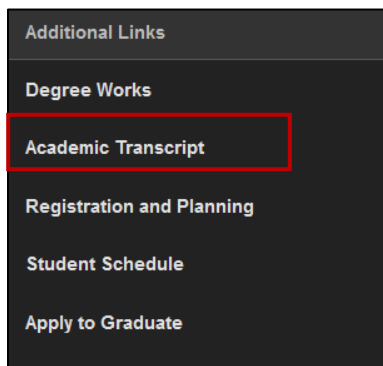
3. Click on Advisee Search on the dashboard to search for an advisee.



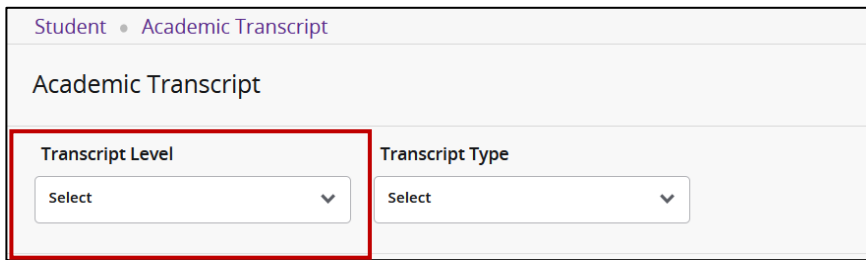
4. Click View Profile



5. Click on the Academic Transcript link.

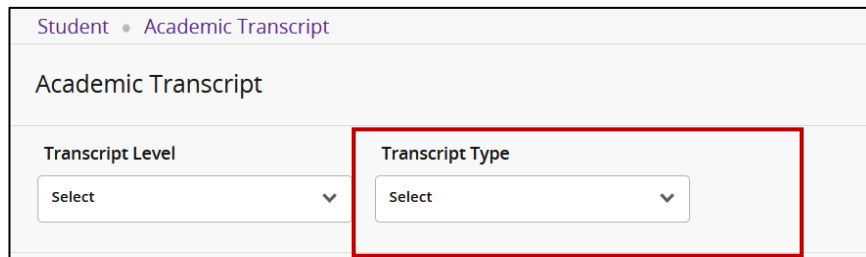


6. Select the Transcript Level.



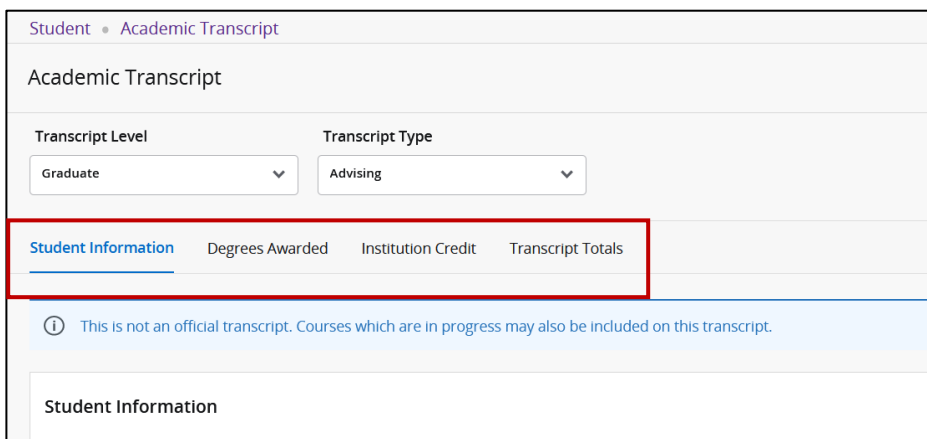
The screenshot shows the 'Academic Transcript' page. At the top, there is a breadcrumb trail: 'Student • Academic Transcript'. Below this, the page title 'Academic Transcript' is displayed. There are two dropdown menus: 'Transcript Level' and 'Transcript Type'. The 'Transcript Level' dropdown menu is highlighted with a red rectangular box and currently shows 'Select'.

7. Select the Transcript Type.



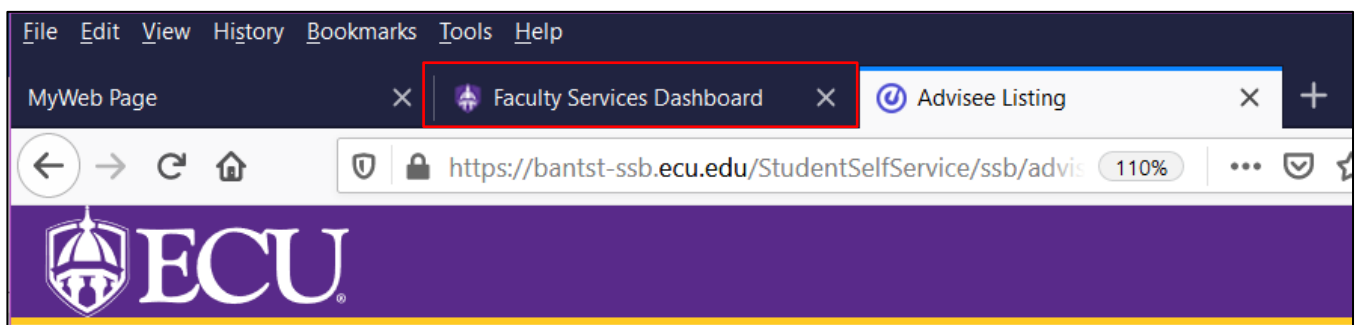
The screenshot shows the 'Academic Transcript' page. The 'Transcript Level' dropdown menu is now set to 'Select'. The 'Transcript Type' dropdown menu is highlighted with a red rectangular box and currently shows 'Select'.

8. Unofficial Student Academic Transcript will appear on the screen. Transfer courses are listed on the top of the Transcript. Institutional Courses are listed next, in order of academic terms enrolled. Transcript Totals and Courses in Progress are found at the bottom of the Transcript. Use the tabs to easily navigate the transcript.

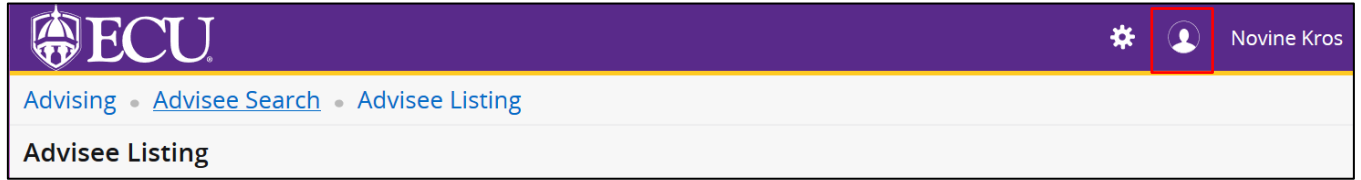


The screenshot shows the 'Academic Transcript' page with the 'Transcript Level' set to 'Graduate' and 'Transcript Type' set to 'Advising'. Below the dropdowns, there are four tabs: 'Student Information', 'Degrees Awarded', 'Institution Credit', and 'Transcript Totals'. The 'Student Information' tab is highlighted with a red rectangular box. Below the tabs, there is a blue informational message: 'This is not an official transcript. Courses which are in progress may also be included on this transcript.' Below the message, the 'Student Information' section is visible.

9. To return to the Faculty and Advisor Dashboard, click the Faculty Services Dashboard tab in the browser.



When you exit out of Faculty and Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.



The screenshot shows the top navigation bar of the ECU web interface. On the left is the ECU logo. On the right, there is a settings gear icon, a user profile icon, and the name "Novine Kros". Below the navigation bar is a breadcrumb trail: "Advising • [Advisee Search](#) • Advisee Listing". The main content area below the breadcrumb trail is titled "Advisee Listing".



This screenshot is similar to the one above, but with a red box highlighting the "Sign Out" button in the top navigation bar. The breadcrumb trail "Advising • [Advisee Search](#) • Advisee Listing" is visible to the left of the "Sign Out" button.