Office of the Registrar
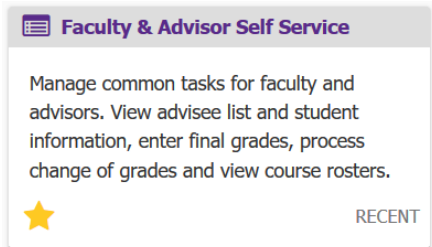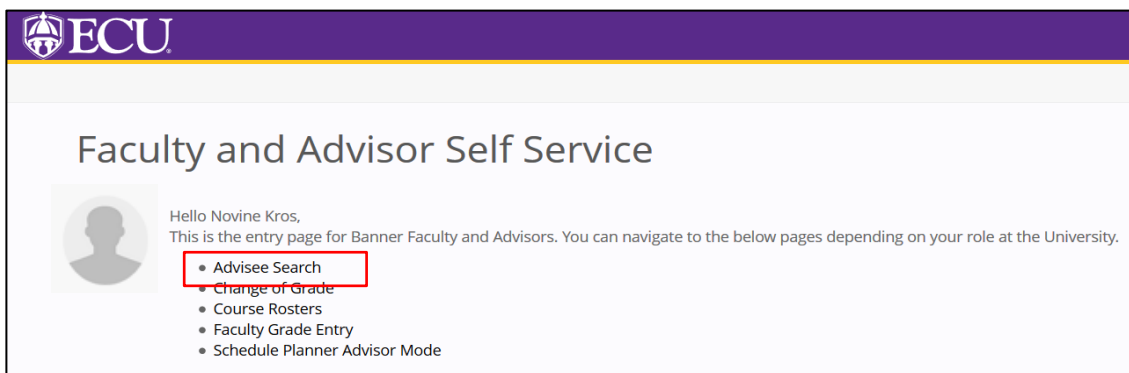
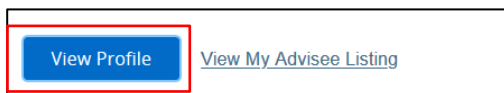# How do I view an advisee's Academic Transcript?

1. Log into Pirate Port using your Pirate ID and Passphrase.

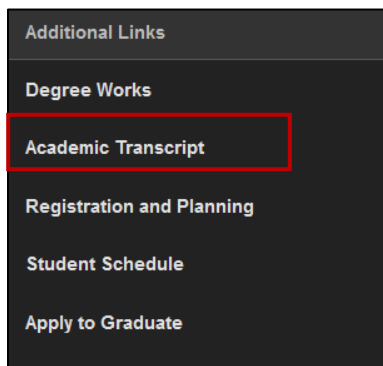2. Click the Faculty & Advisor Self Service card in Pirate Port.

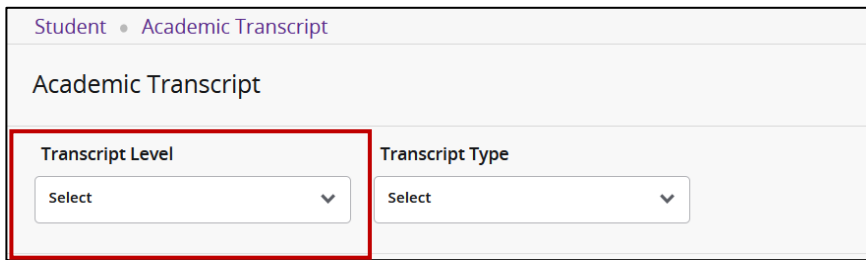3. Click on Advisee Search on the dashboard to search for an advisee.

4. Click View Profile
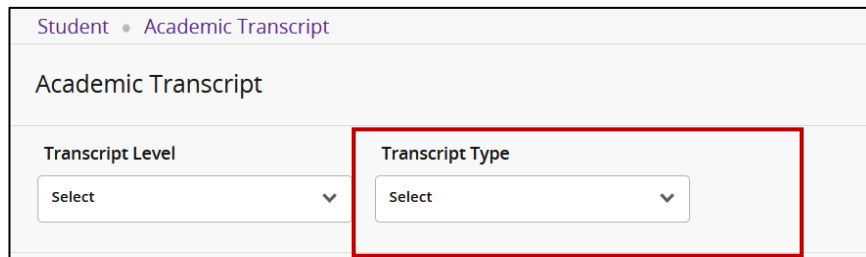

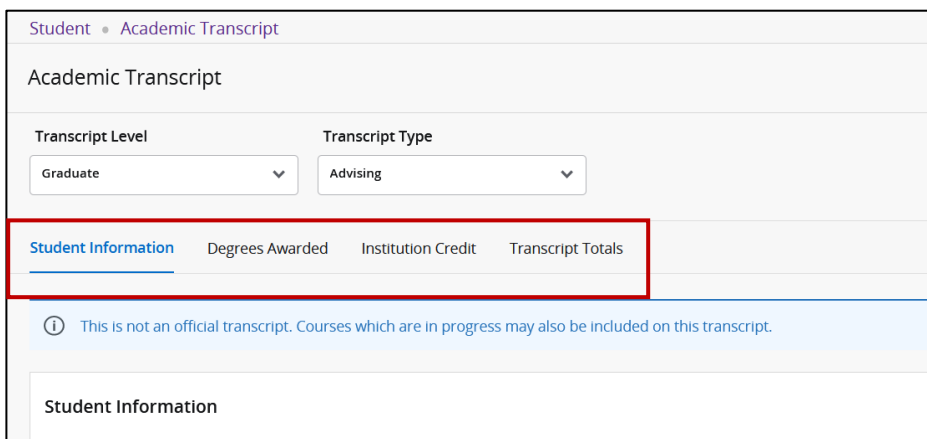5. **Click** on the **Academic Transcript link**.

6. Select the Transcript Level.

7. Select the Transcript Type.

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.
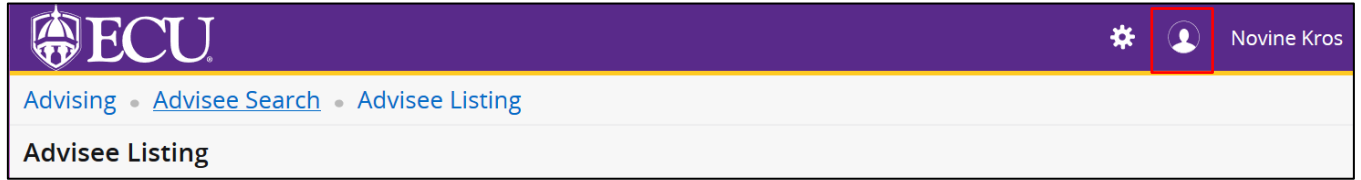

9. To return to the Faculty and Advisor Dashboard, click the Faculty Services Dashboard tab in the browser.
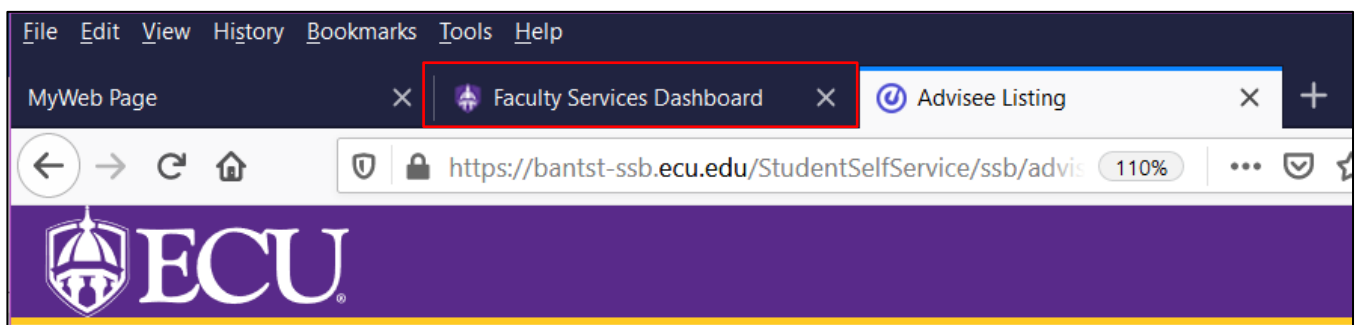
When you exit out of Faculty and Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.