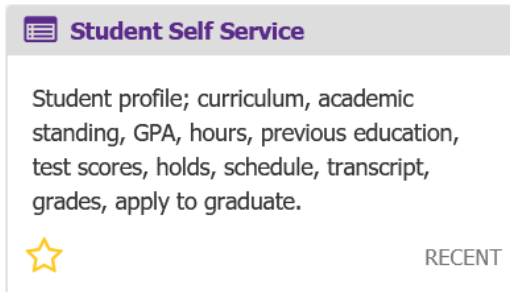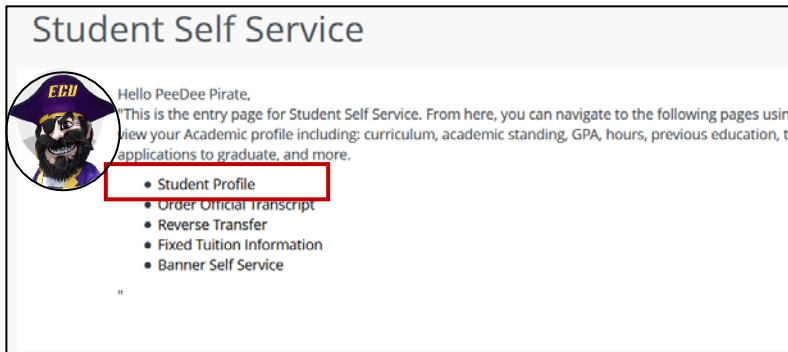# How do I view my unofficial academic transcript?
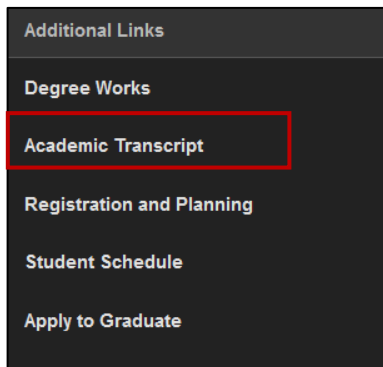
1. **Log into Pirate Port** with your Pirate ID and Passphrase.

2. **Click** on the Student Self Service Card.

3. **Click on Student Profile.**

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

5. Select the Transcript Level.

6. Select the Transcript Type.

7. 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.