

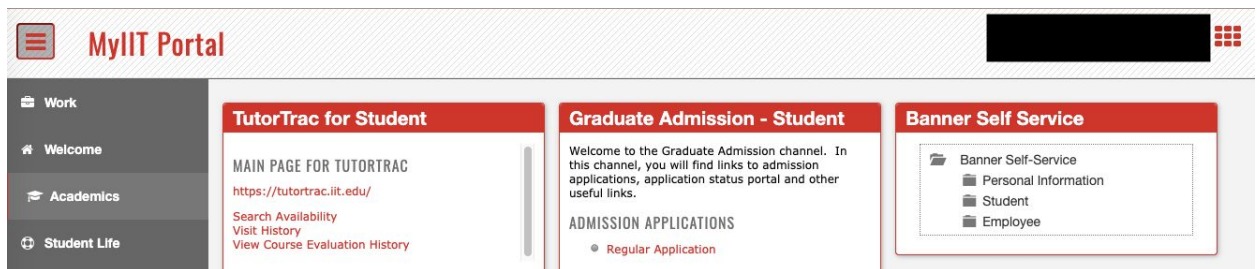
OFFICIAL v. UNOFFICIAL TRANSCRIPTS

A COMPREHENSIVE GUIDE

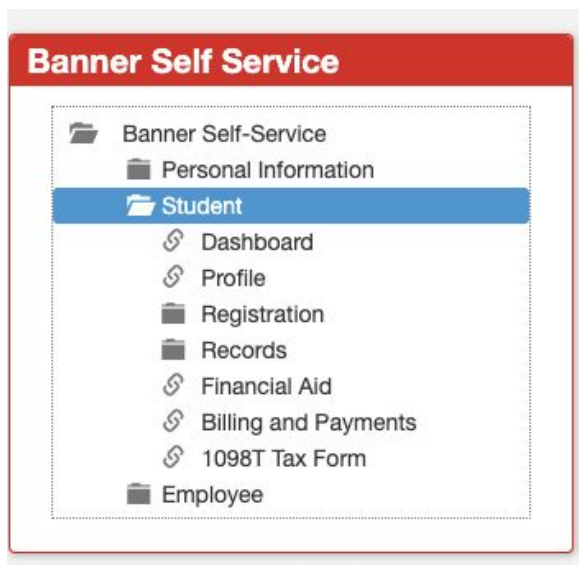
Chicago-Kent Career Services Office
Spring 2020

How to Create an Unofficial Transcript Using MyIIT

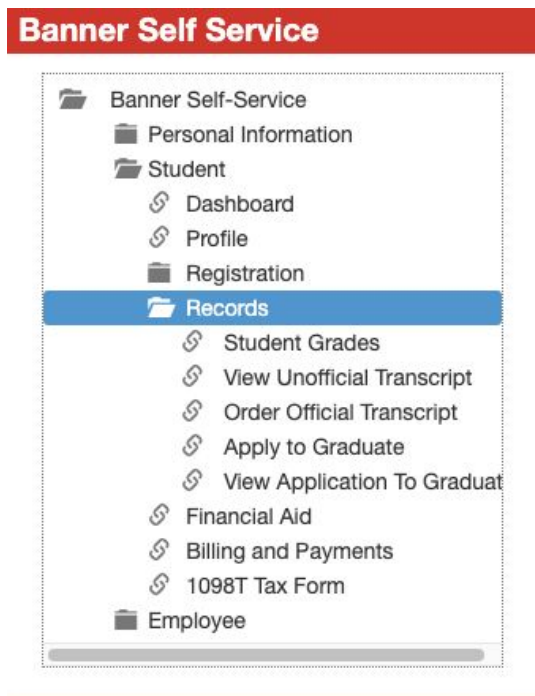
1. On Safari or Google Chrome, log onto myIIT.
2. Click on the Academics tab on the left menu.
3. On the right side, there will be a box titled "Banner Self Service."



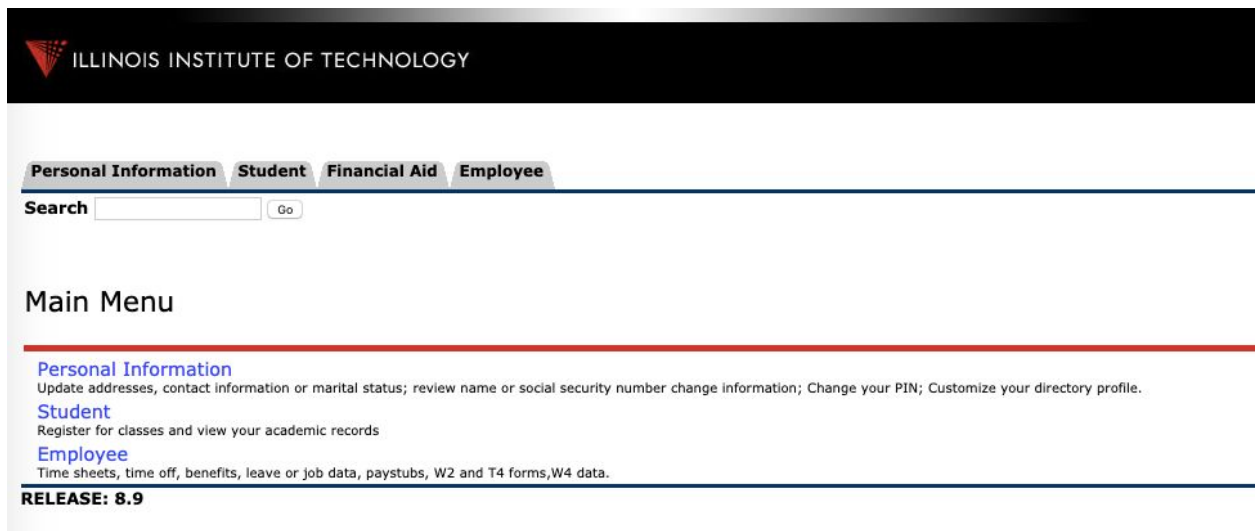
4. Click on "Student." This will open a longer menu.



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5. Click on "Records." Again, a longer menu will open. Click on "View Unofficial Transcript."



6. This will open up a new tab with Banner Self Service. Again, select "Student."



7. Again, select Records.

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Personal Information **Student** Financial Aid Employee

Search Go

Student

- [Dashboard](#)
Banner9 Student Dashboard
- [Profile](#)
banner9 Student Profile
- [Registration](#)
Check your registration status, class schedule and add or drop classes
- [Records](#)
View your holds, grades and transcripts
- [Financial Aid](#)
- [Billing and Payments](#)
- [1098T Tax Form](#)

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8. Next, select "View Unofficial Transcript."

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Search Go

Student Records

- [Student Grades](#)
Banner9 student Grades
- [View Unofficial Transcript](#)
- [Order Official Transcript](#)
- [Apply to Graduate](#)
- [View Application To Graduate](#)

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9. You will now be able to view your unofficial transcript. To save this page as a PDF to send to employers, there are two options depending on your browser.
 10. For Chrome users, select "File" > "Print..." > Under "Destination" select "Save as PDF." Then save the document and title it as you would any other document you're saving.
 11. For Safari users, select "File" > "Export as PDF" > Then save the document and title it as you would any other document you're saving.

Pro Tip:

- Do NOT copy paste this information into Word and attempt to format it. It will be very messy and will not carry over.

How to Order an Official Transcript

Unfortunately, official transcripts CANNOT be ordered through myIIT unless you attend the undergraduate school.

To order a transcript for law grades, students must visit:

<https://www.kentlaw.iit.edu/current-students/academic-affairs/registration-and-grades/request-transcripts>

Here, there is a downloadable request form. Chicago-Kent CSO is attempting to create a more streamlined transcript order process with the Registrar's Office.

We will notify students as improvements are made.