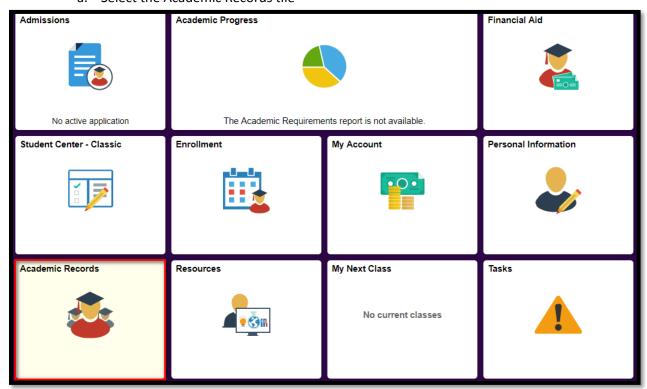
## **Requesting Unofficial Transcripts**



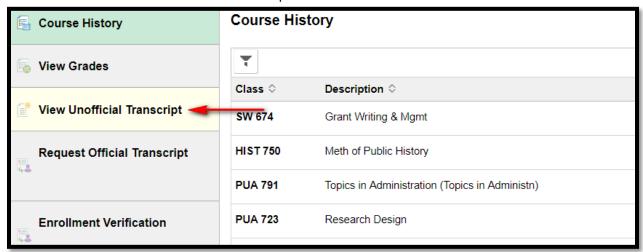
Office of the Registrar

Current students, former students, and alumni can access their unofficial transcripts through the Rebel Student Homepage in MyUNLV. Former students and alumni who attended UNLV *after* Fall 2010 who no longer remember their password can contact OIT (702-895-0777 from 7am-11pm daily) to have their password reset and regain access. Students who attended prior to August 2010 should contact the Office of the Registrar via email at <a href="mailto:registrar@unlv.edu">registrar@unlv.edu</a>

- 1. You can log into your MyUNLV account and access your Unofficial Transcript from the Rebel Student Homepage
  - a. Select the Academic Records tile



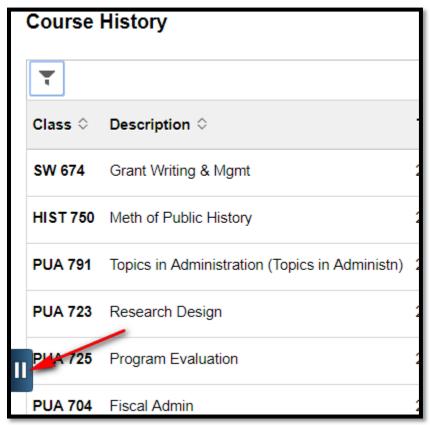
b. Select View Unofficial Transcript from the menu on the left



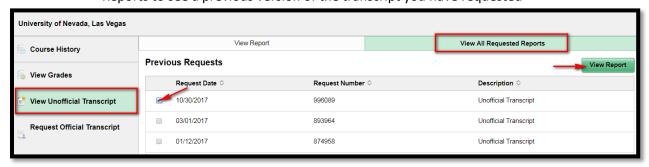
Office of the Registrar



i. You may need to select the horizontal bars to expand the menu if you are using a tablet or mobile device



c. If you have requested an unofficial transcript recently you can click View All Requested Reports to see a previous version of the transcript you have requested



- i. Select the version you would like to view and click View Report
  - The unofficial transcript is a PDF so your pop up blocker must be turned off in order to view it

## **Requesting Unofficial Transcripts**

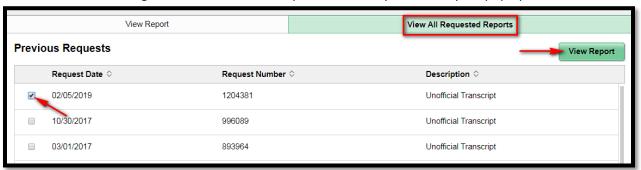


Office of the Registrar

d. To view the most up to date version of your transcript you should request a new one on the View Report page



- i. Click the Submit button to start the download of your PDF transcript. Remember to turn your pop up blocker off in order to view it
- e. If your pop up blocker prevented the pdf from opening you can still view the report by selecting it from the Previous Requests list once you disable your pop up blocker



2. Your unofficial transcript will always show you exactly what your Official Transcript looks like at the time you request it. If you are waiting for degrees to post, grades to be submitted, etc., you can check your unofficial before requesting and paying for the Official Transcript