

## Requesting Unofficial Transcripts through PAWS (Graphical PDF Version)

### 1. Log into PAWS

- a. Click on the 'Self Service' link in the left hand navigation menu.
- b. Click on the 'Academic Records' link that appears below.
- c. Click on the 'Request Unofficial Transcripts' link that appears below.

The screenshot displays the PAWS (Panther Access to Web Services) interface. At the top, the PAWS logo is on the left, and navigation links for Home, Add to Favorites, and Sign out are on the right. The University of Wisconsin-Milwaukee logo is in the top right corner.

The left-hand navigation menu is expanded, showing the following items:

- My Favorites
- Self Service** (circled in red with label 'a')
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records** (circled in red with label 'b')
- Majors, Year/Sem, Degree
- Request Unofficial Transcript (circled in red with label 'c')
- View My Placement Tests
- View My Grades
- Request Official Transcript
- View My Advisors
- Degree Progress/Graduation
- Transfer Credit
- Student Center

The main content area shows the breadcrumb trail: Main Menu > Self Service >. Below this is the 'Academic Records' section, which includes the heading 'View grades and advisors and request transcripts and verification reports.' and a grid of six links:

<a href="#">Majors, Year/Sem, Degree</a> Majors, Year/Sem, Degree	<a href="#">Request Unofficial Transcript</a> Request a copy of your unofficial UWM transcript.	<a href="#">View My Placement Tests</a> View a listing of your placement tests
<a href="#">View My Grades</a> View or print a listing of your grades and check your current grade point average.	<a href="#">Request Official Transcript</a> Have copies of your official academic transcript mailed to selected addresses.	<a href="#">View My Advisors</a> View a listing of all your advisors. Communicate with an advisor using email notification.

2. To complete your request for an unofficial transcript:
  - a. Choose a Transcript Type from the drop down menu. (Only those type that you are eligible to request will display.)
  - b. Choose an output destination type. (At this time, the only choice is 'Email'.')
  - c. Click the 'Submit Transcript Request' button

**Menu**

- ▷ My Favorites
- ▽ Self Service
  - ▷ Enrollment
  - ▷ Campus Finances
  - ▷ Campus Personal Information
- ▽ Academic Records
  - Majors, Year/Sem, Degree
  - Request Unofficial Transcript
  - View My Placement Tests
  - View My Grades
  - Request Official Transcript
  - View My Advisors
- ▷ Degree Progress/Graduation
- ▷ Transfer Credit
- Student Center

go to ... 

### Request Unofficial Transcript

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**\*Important\***

You must have Adobe Reader installed to view your transcript.  
You may download it at [www.adobe.com](http://www.adobe.com).

**Request Unofficial Transcript**  
**Transcript Type:**  **a**  
**Output Destination Type:**  **b**  **c**

- If your request for an unofficial transcript was submitted successfully, you will see the message below and the unofficial transcript will be sent as a PDF attachment to your UWM email address.

Menu
▷ My Favorites
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Request Unofficial Transcript	
Transcript Type:	<input type="text" value="Undergraduate Campus Copy"/>
Output Destination Type:	<input type="text" value="Email"/>
<input type="button" value="Submit Transcript Request"/>	

**Your request has been submitted.**  
 It has been sent to [bschultz@uwm.edu](mailto:bschultz@uwm.edu) as a PDF attachment.  
 The sender's email address will be [destran@uwm.edu](mailto:destran@uwm.edu)

- If your request was not submitted successfully, you will receive a message indicating why and directing you what steps to take.