View Student's Unofficial Transcript in Self-Service (For Faculty and Advisors)

- 1. Login to Self-Service using your LSUA credentials.
- 2. Hover your mouse over Advising and select Manage Advisees.



3. From the List drop down, select All Students.

Manage Advisees		
List All students	Search student Id, name	Advanced Search

- 4. In the search box, type the student's ID, first, **OR** last name.
 - a. If you want to search by multiple criteria, click **Advanced Search**. In Advanced Search you can add the first and last name and get more specific with your search.

All students	~	Search student Id, name	۵	Advanced Searc
dvanced Search		×		
Filter Select	~			
Period				
Year/Term Select	~	Session V	I 1	
Name				
Last name doe		Last name prefix	I 1	
First name Jane		Middle name	ł.	
Id			I 1	
Advisor				
Name Select	~		I 1	
		Retrieve all		

5. After clicking Search, a list of students will display. Click the down arrow next to the student's name.

Manage Advi	isees				
List All students	~	Search student Id, name	Q As	dvanced Search	
					A Download
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KI < P.	age 1 of 1	> DI			Total results: 1

6. Select View Profile.

st Il students	~	Search student Id, name	Q	Advanced_Search
				🕹 Download 1-1 of 1
				^
Schedule Grades Attendance				VIEW PROFILE
KI < Page 1	of 1	> 24		Total results: 1

7. On the student's profile, click **Unofficial Transcript** to view/print a transcript.

