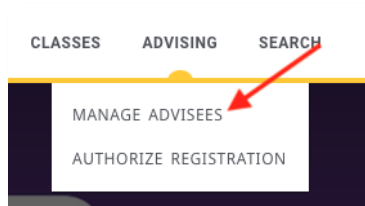
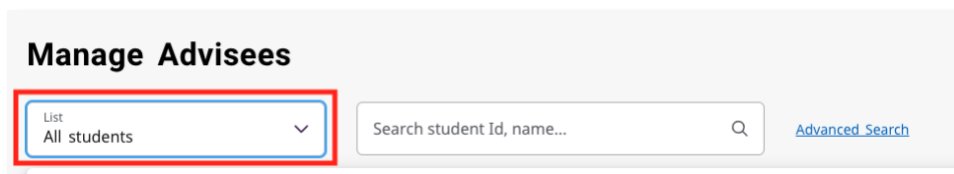


## View Student's Unofficial Transcript in Self-Service (For Faculty and Advisors)

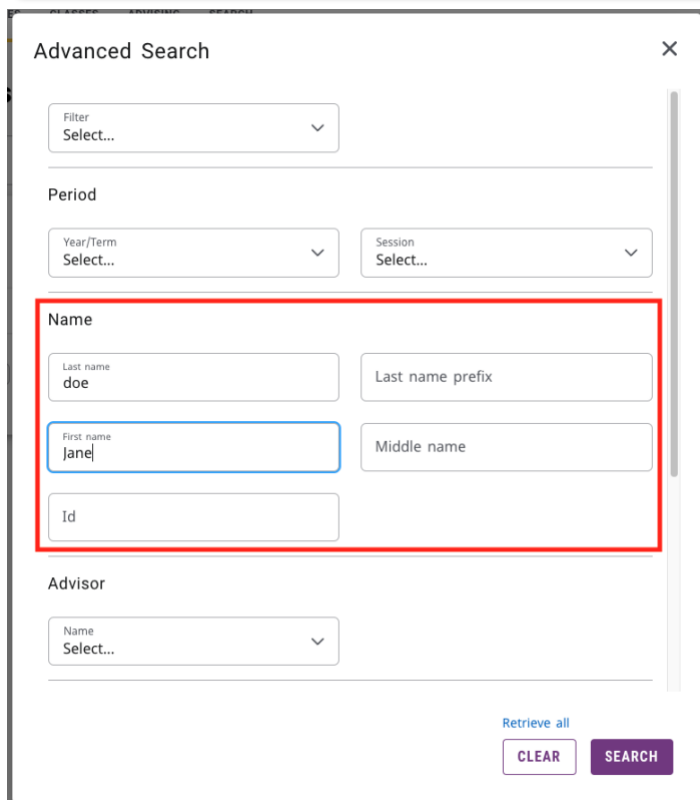
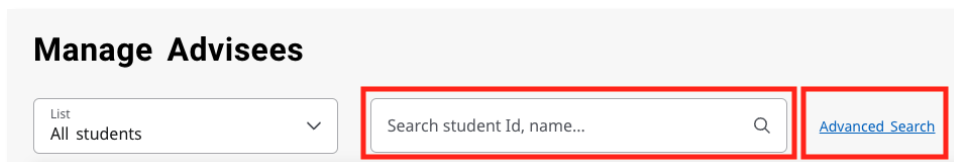
1. Login to Self-Service using your LSUA credentials.
2. Hover your mouse over **Advising** and select **Manage Advisees**.



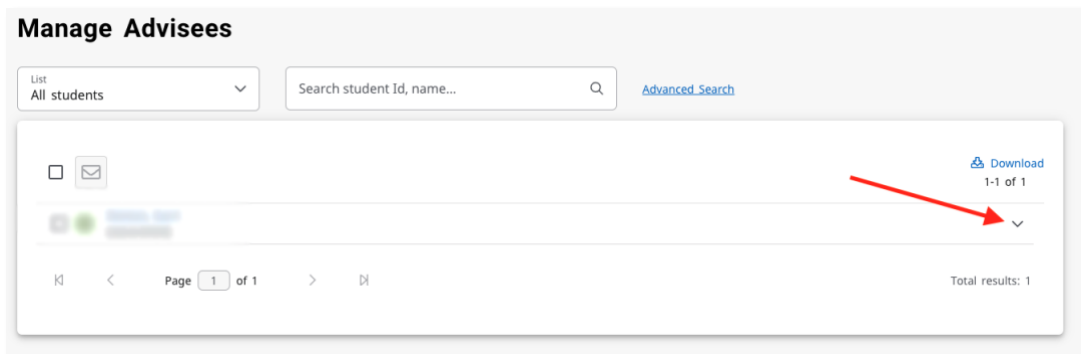
3. From the List drop down, select **All Students**.



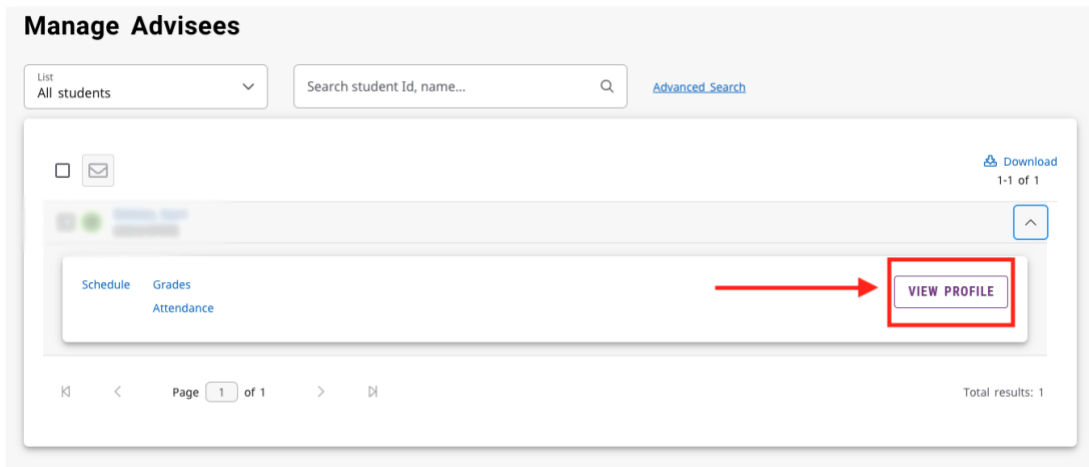
4. In the search box, type the student's ID, first, **OR** last name.
  - a. If you want to search by multiple criteria, click **Advanced Search**. In Advanced Search you can add the first and last name and get more specific with your search.



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



- Select **View Profile**.



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

