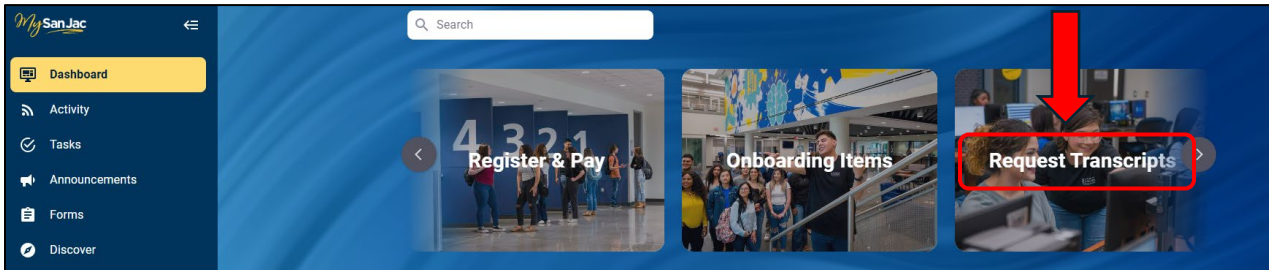


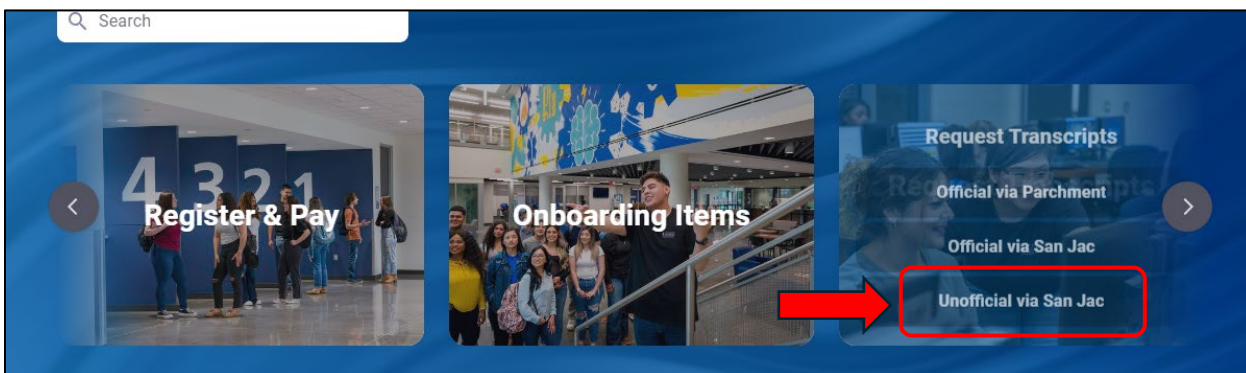
How to Print San Jac Unofficial Transcript Instructions

Step 1: Log in to the San Jac Portal (*my.sanjac.edu*)

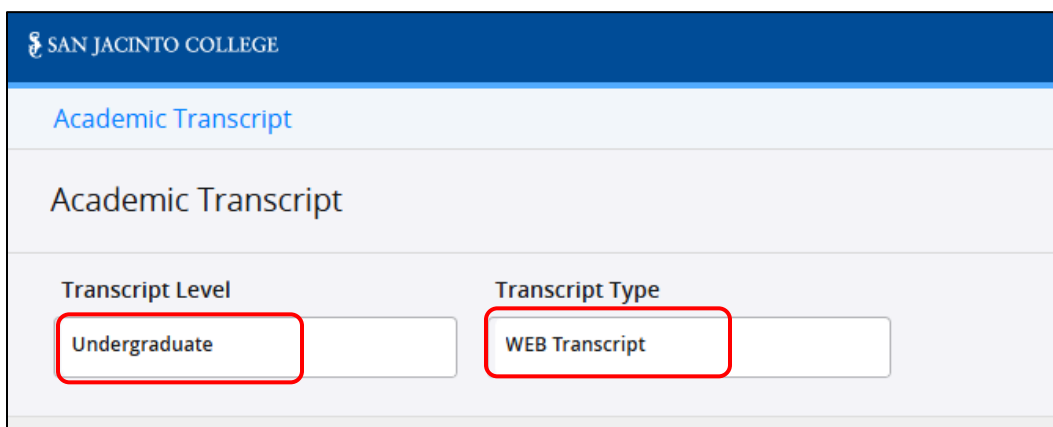
Step 2: In the main dashboard, hover over the “Request Transcripts” button



Step 3: Click on the “Unofficial via San Jac” button.



Step 4: You’ll be directed to a new page. Select “undergraduate” option for Transcript Level and select “WEB Transcript” for Transcript Type.

A screenshot of the San Jacinto College Academic Transcript page. The page has a blue header with the college logo and name. Below the header, the text 'Academic Transcript' is displayed. There are two dropdown menus: 'Transcript Level' and 'Transcript Type'. The 'Undergraduate' option in the 'Transcript Level' dropdown and the 'WEB Transcript' option in the 'Transcript Type' dropdown are both highlighted with red boxes.

Step 5: The unofficial transcript is ready to view. To print with date stamp, right click and from the menu, click on print option *or* press Ctrl + P key buttons.