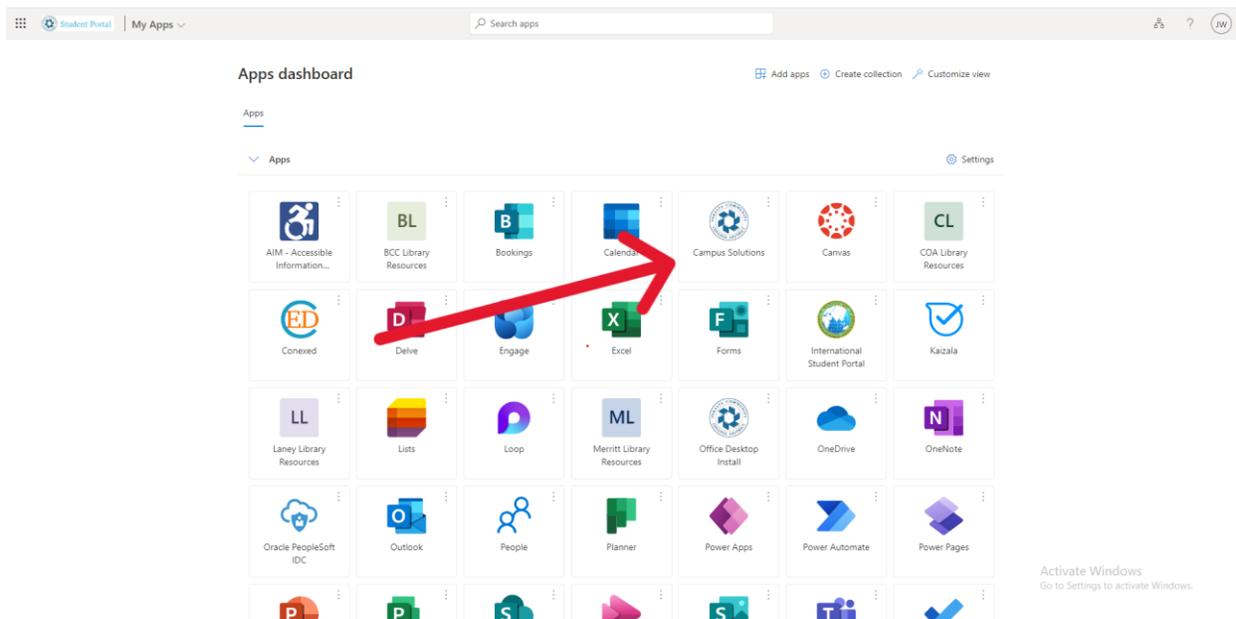


Guide to: Getting a current transcript

Step 1: Click here to access your Peralta Apps:

<https://myapplications.microsoft.com>

Click on **Campus Solutions**:



Step 2: Click Academic Records:

The screenshot shows a student homepage with a dark header bar containing the 'LAMPU' logo, a 'Student Homepage' dropdown menu, and a home icon. The main content area is a grid of tiles. A red arrow points to the 'Academic Records' tile, which features a graduation cap icon. Other tiles include 'Announcement' with a text block, 'Password Updates' with a document icon, 'Academic Progress' with a pie chart and a message 'Report Type has not been setup for this page.', 'Financial Account' with a building icon, 'Financial Aid' with a graduation cap icon, 'Manage Classes' with a calendar icon and '2 Active Appointments', 'Profile' with a person icon, 'Tasks' with a warning icon and '3 To Dos 1 Holds', 'Student Guides' with a document icon, 'Online Classes' with a red gear icon, 'Register To Vote' with a document icon, and 'Student Email Link' with an envelope icon. A refresh icon is in the bottom right corner.

Student Homepage

Announcement

Welcome to the Peralta Colleges! Head to the Manage Class tile to search and enroll in classes. Short-term Session classes are offered at all four Peralta colleges. APRIL 26 IS THE DEADLINE TO DROP SPRING REGULAR SESSION CLASSES WITH A W. Enrollment dates for Summer & Fall 2024 will be available Monday, April 1 in the Academic Records tile. Priority Enrollment begins April 8. LOOK FOR THE LOW-COST INSTRUCTIONAL SECTION ICON TO FIND CLASSES THAT HAVE LOW INSTRUCTIONAL MATERIAL COSTS TOTALING \$50 OR LESS.

Academic Progress

Report Type has not been setup for this page.

Academic Records

Financial Account

Financial Aid

Manage Classes

2 Active Appointments

Profile

Tasks

3 To Dos 1 Holds

Student Guides

Online Classes

Register To Vote

Student Email Link

Step 3a: For an Unofficial Transcript click **View Unofficial Transcript:** (Follow instructions on Step 4a)

Step 3b: For an Official Transcript click **Request Official Transcript:** (Follow instructions on Step 4b)

The screenshot shows a 'Course History' page with a table of courses. The left sidebar contains navigation options: 'View Grades', 'View Unofficial Transcript', 'Request Official Transcript', and 'Enrollment Appointments'. Red arrows point to the 'View Unofficial Transcript' and 'Request Official Transcript' options. The table has columns for 'Class', 'Description', 'Term', 'Grade', 'Units', and 'Status'. A blue vertical bar highlights the 'Grade' column.

Class	Description	Term	Grade	Units	Status
CIS 27	DATA STRUCT & ALGOR	2024 Spring		4.00	★ Planned
CIS 27	DATA STRUCT & ALGOR	2024 Spring		4.00	🔥 In Progress
CIS 6	INTRO COMPUTER PRGM	2024 Spring		5.00	🔥 In Progress
MATH 3C	CALCULUS III	2024 Spring		5.00	🔥 In Progress
MATH 3C	CALCULUS III	2024 Spring		5.00	★ Planned
POSCI 1	GOVT/POLITICS IN US	2024 Spring		3.00	★ Planned
POSCI 1	GOVT/POLITICS IN US	2024 Spring		3.00	🔥 In Progress
CIS 26	PROGRAMMING USING C++	2023 Fall		4.00	🟢 Taken
CIS 6	INTRO COMPUTER PRGM	2023 Fall		5.00	★ Planned
MATH 11	Discrete Mathematic	2023 Fall		4.00	🟢 Taken
ANTHR 1	INTRO TO PHYSICAL ANTHRO	2023 Summer		3.00	🟢 Taken
MATH 3E	LINEAR ALGEBRA	2023 Summer		3.00	🟢 Taken
CIS 61	STRUC/INTER COMP PRG	2023 Spring		5.00	🟢 Taken
ENGL 5	CRITICAL THINKING	2023 Spring		3.00	🟢 Taken
HIST 7A	HIST/US. TO 1877	2023 Spring		3.00	🟢 Taken
PHYS 4A	GEN PHYSICS W/CALCULUS	2023 Spring		5.00	🟢 Taken

Step 4a: Click Submit to access your Unofficial Transcript:

The screenshot shows the 'View Unofficial Transcript' page. On the left is a navigation menu with options: Course History, View Grades, View Unofficial Transcript (highlighted), Request Official Transcript, and Enrollment Appointments. The main content area has a 'View Report' button and a 'View All Requested Reports' link. Below this is a 'New Request' section with a 'Report Type' dropdown menu set to 'Peralta Unofficial Transcript'. A red arrow points to a blue 'Submit' button in the top right corner. Below the dropdown menu, there is a section titled 'Information For Students' with a paragraph of text and a link to a website. At the bottom, there is a note about PDF viewers.

Step 4b: Follow the rest of the On-screen instructions:

The screenshot shows the 'Official Transcripts' page. The header includes the Peralta Community College District logo and navigation links for STUDENTS, FACULTY & STAFF, and COMMUNITY & DISTRICT. Below the header is a blue banner with the text 'Official Transcripts' and an image of hands reviewing documents. The main content area is divided into two columns. The left column is titled 'Official Transcript Requests' and contains 'IMPORTANT INFORMATION - Please read before initiating your transcript order:' followed by a bulleted list of instructions. The right column is titled 'Menu' and contains a list of links: Admissions and Records Home, Official Transcripts (highlighted), Transcript Attachments, Unofficial Transcripts, Enrollment Verifications, Transcripts from Other Institutions, and International Transcript Services.

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