How-To: Print Transcripts in CUNYfirst

1. On the left, click on the Records and Enrollment link.
2. Then click on the Transcripts link.
3. Next click on the Request Transcript Report link.
4. Then click on the tab Add a New Value.
5. In the Institution drop down box select CSI01.
6. In the Transcript Type drop down box select ADVMT for an advisement copy.
7. Number of Copies should default to 1, and should be left alone unless you need multiple copies.
8. Future Release should default to Immediate Processing, and should remain at this value.
9. In the Request Reason drop down box select Student’s Request.
10. Next click the Transcript Request Detail tab at the top of the page.
11. On this tab, you need to fill in the EMPLID in the ID field. Once this number is typed in the field, press tab and the student’s name should populate to the right automatically. If it does not and the ID field turns red, this is an invalid EMPLID. Check to make sure the number was typed correctly. If it was and it still does not work, you can click the magnifying glass next to the ID field and use the search box to find the student. In the search box you can search for students by First and Last Names or by National ID (SSN#). Leave the Campus ID field blank as populating this field could cause an error.
12. To add more Students to this request, press the + button at the end of the line and repeat step 11 above.
13. Next click the Process Request button at the top of the tab. This may take a few minutes depending on the number of transcripts requested.
14. When the process has completed, you will see a hyperlink at the end of each line that states View Report. Click the View Report hyperlink at which point a PDF transcript will open up and you will be able to print this transcript on plain white paper.