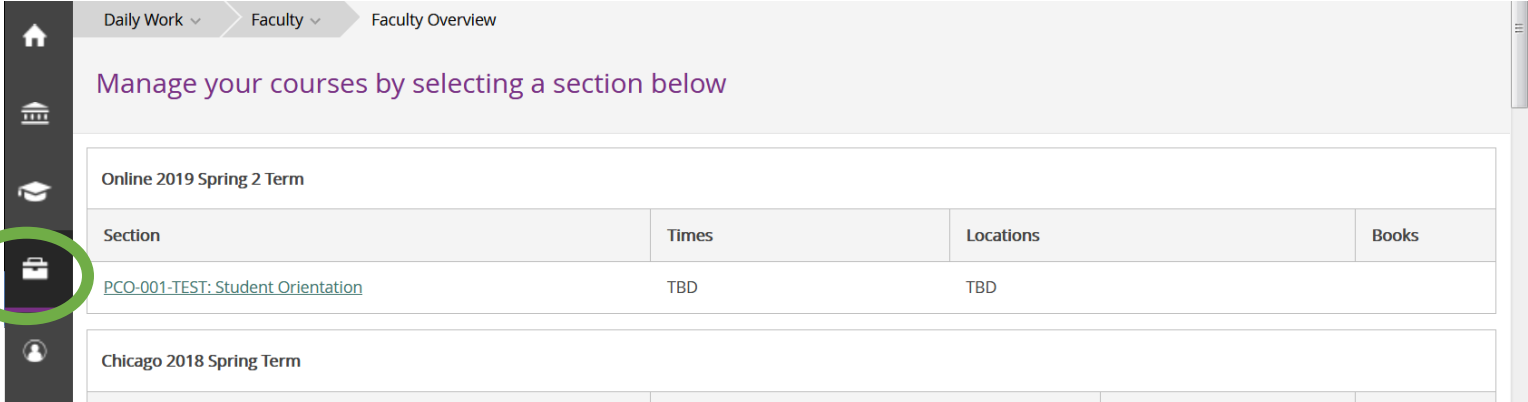


HOW TO VIEW YOUR ADVISEE'S UNOFFICIAL TRANSCRIPT VIA SELF-SERVICE

1. In Self Service click on the “**Daily Work**” option, (it looks like a suitcase).



Daily Work ▾ Faculty ▾ Faculty Overview

Manage your courses by selecting a section below

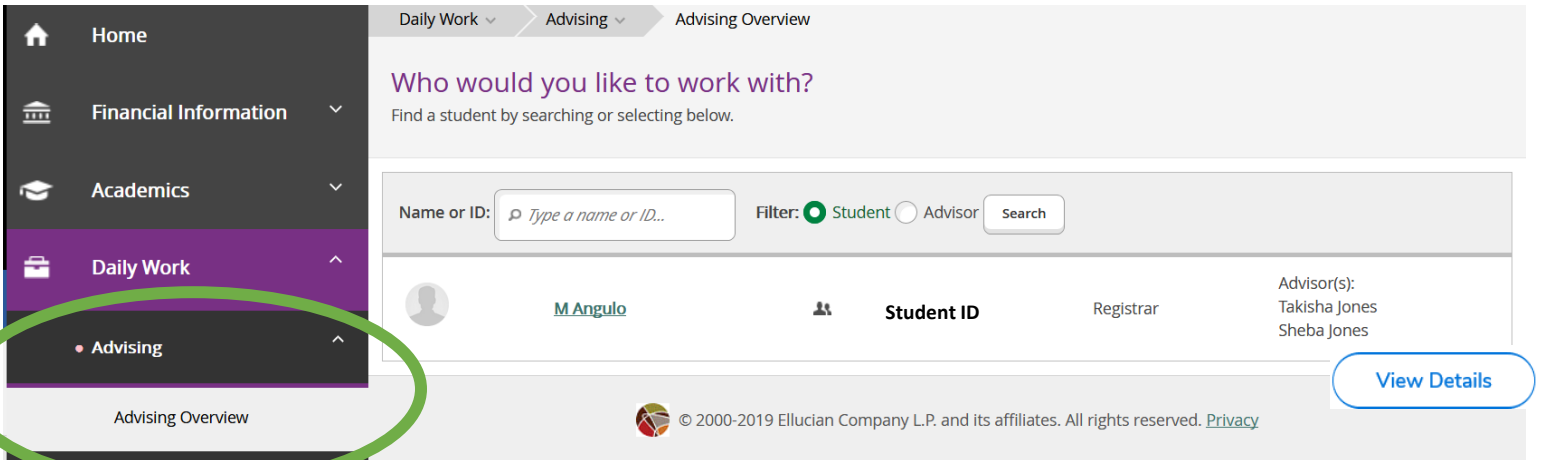
Online 2019 Spring 2 Term

Section	Times	Locations	Books
PCO-001-TEST: Student Orientation	TBD	TBD	

Chicago 2018 Spring Term

2. Select the “**Advising**” option.

Select **Advising Overview**.





Home Financial Information ▾ Academics ▾ **Daily Work** ▾ **Advising** ▾ Advising Overview

Daily Work ▾ Advising ▾ Advising Overview

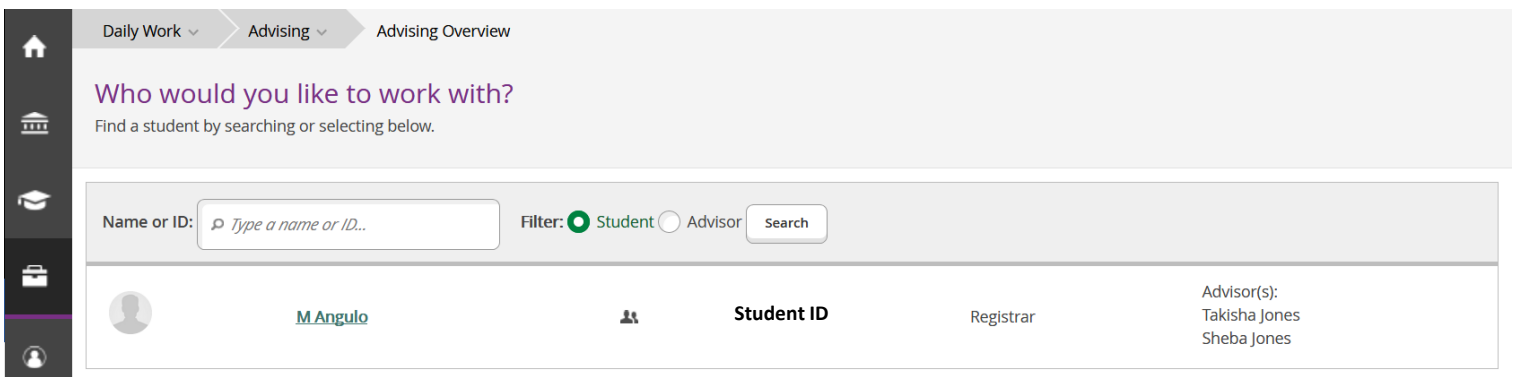
Who would you like to work with?
Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor

	M Angulo		Student ID	Registrar	Advisor(s): Takisha Jones Sheba Jones
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3. Select the student's name from the list of your advisees **OR** type in the student's name or seven digit ID and then select “View Details”.



Daily Work ▾ Advising ▾ Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor

	M Angulo		Student ID	Registrar	Advisor(s): Takisha Jones Sheba Jones
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4. Select the student's **"Unofficial Transcript"** tab.

Click the **"Graduate Transcript Grouping Transcript"** link.

Daily Work ▾ Advising ▾ Advising Overview

Advisee Details

[Back to Advisees](#) Search for courses...

M Angulo
Student ID:
Program(s): Registrar
Advisor(s): Takisha Jones, Sheba Jones

Review Complete
Course Plan last reviewed on 10/29/2018 by Jones, Sheba

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | **Unofficial Transcript** | Grades

Warning: These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

[Graduate Transcript Grouping Transcript](#)

5. An Adobe pop up box will appear.

Select Open with Adobe.

A PDF version of your student's transcript will appear.

Daily Work ▾ Advising ▾ Advising Overview

Advisee Details

[Back to Advisees](#) Search for courses...

M Angulo
Student ID:
Program(s): Registrar
Advisor(s): Takisha Jones, Sheba Jones

Review Complete
Course Plan last reviewed on 10/29/2018 by Jones, Sheba

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive

Warning: These documents are unofficial and should not replace the official

[Graduate Transcript Grouping Transcript](#)

Opening Angulo_Marilu_0026364_1_10_2019.pdf

You have chosen to open:

Angulo_Marilu_1_10_2019.pdf
which is: Adobe Acrobat Document (1.9 KB)
from: https://selfservice.adler.edu:8173

What should Firefox do with this file?

Open with Adobe Acrobat Reader DC (default)

Save File

Do this automatically for files like this from now on.