



## OFFICE OF THE REGISTRAR

### HOW TO ACCESS YOUR UNOFFICIAL TRANSCRIPT VIA SELF-SERVICE ON ADLER CONNECT

The unofficial transcript displays your name, address, degree programs, degree program start dates, transfer credit, and a term by term listing, with grades, of all courses taken at the University, and any degree conferred at the University. All in PDF format!

It is easy to access your unofficial transcript. Step by step instructions are below.

If you have additional questions regarding the unofficial transcript, please contact us at [vanregistrar@adler.edu](mailto:vanregistrar@adler.edu).

#### **STEP ONE:**

Log onto Adler Connect.

#### **STEP TWO:**

Go to the self-service option and click on the **Self-Service** tab.



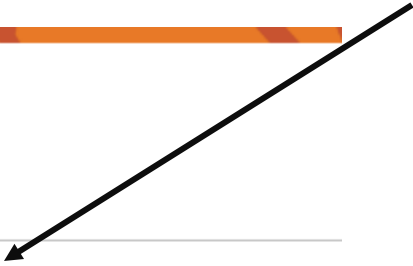
#### My Tools

[Self-Service](#)  
Register for classes and more.

[Canvas](#)  
Access LMS courses

[Office 365](#)  
Email, OneDrive and more.

[VirtualLab](#)



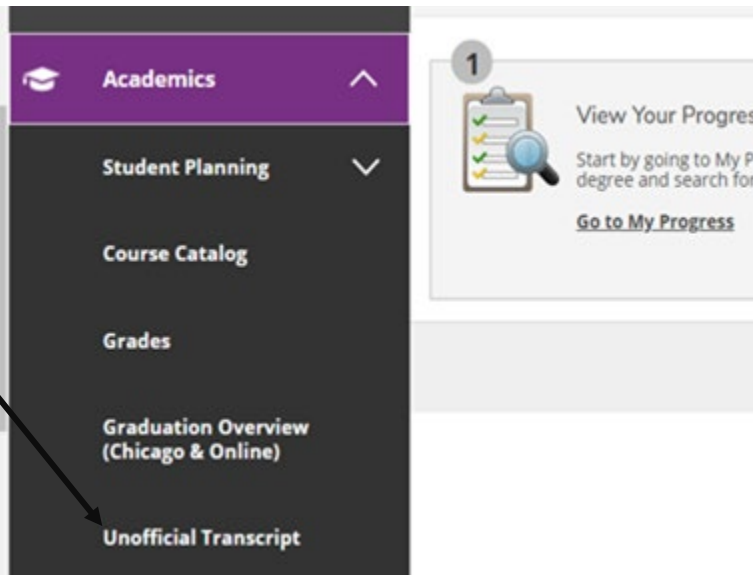
**STEP THREE:**

Click on Academics.

The image shows a screenshot of the Adler University website's navigation menu. The menu is a dark grey vertical bar on the left side of the page. It contains several items, each with an icon and a dropdown arrow: 'Home' (house icon), 'Financial Information' (building icon), 'Academics' (graduation cap icon, highlighted in purple), 'Student Planning' (calendar icon), 'Course Catalog' (book icon), 'Grades' (document icon), 'Graduation Overview (Chicago & Online)' (graduation cap icon), and 'Unofficial Transcript' (document icon). Below these are 'Daily Work' (briefcase icon) and 'User Options' (person icon). A black arrow points from the text 'Click on Academics.' to the 'Academics' menu item. The main content area on the right is white with a purple header for 'ADLER UNIVERSITY'. Below the header is a breadcrumb trail: 'Academics > Student Planning > Planning Overview'. The main heading is 'Steps to Getting Started' with the subtext 'There are many options to help you plan your courses and earn...'. A numbered step '1' is shown with a clipboard icon and the text 'View Your Progress'. Below this is the instruction 'Start by going to My Progress to see your academic degree and search for courses.' and a link 'Go to My Progress'. A copyright notice '© 2001' is visible at the bottom right of the page.

**STEP FOUR:**

Select Unofficial Transcript.



**STEP FIVE:**

Click the “Graduate Transcript Grouping Transcript” and a PDF version of your unofficial transcript will appear.



**NOTES:**

1. Please ensure your computer has the latest version of Adobe Acrobat.
2. If you have a balance with the University, you will not have access to your unofficial transcript.