

## **How to print Unofficial Transcripts.**

We print **unofficial** transcripts at the Front Desk for students who are unable to print them off WebCampus.

1. Ask for photo i.d..
2. Type **TREQ** in the Function field and hit **enter**.
3. Type **a** in the Function field of the TREQ screen.
4. Tab down to the **TRAN-TYPE:** and type **yy** next to the field.
5. Tab to the **NUM-COPIES:** field and type the number of transcripts the student is requesting. We will print up to two unofficial transcripts.
6. Tab over to the **PRINT-TYPE:** field and type **o** (the letter).
7. Tab over to the **PRINTER-ID:** and type the transcript code listed on the printer next to the station you are working at ( 2073, 2074, or 2062)
8. Tab over to the **REQ-NAME:** field and type **your initials**.
9. Arrow down to the **ADCO/ADDR.:** field
10. From the **ADCO/ADDR.:** field, tab once and type an **x**.
11. Tab twice and type **x**.
12. Tab once and type **ny**.
13. Tab once and 11111 (five 1's)
14. Hit **enter**.
15. Type **go** in the Function Field.
16. Hit **enter**.

If there are no holds on the record, then it will print. If there are holds on the record, then it will let you know by looking at the bottom left-hand corner of the screen.

See Example on the following page:

1 - SIS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

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FUNCTION: a * TRANSCRIPT REQUEST * 01/18/07 LNML B485 0 TRQ
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STUDENT-ID.= SSN: D-REL:
REQUEST-NUM=
BATCH-NUM.:
TRAN-TYPE.: yy NUM-COPIES: 1 ALL-CLASSES:
PRINT-TYPE.: o PRINTER-ID: 2073 ALL-LEVELS.:

REQ-ID.....:
REQ-NAME...: nml
PREFIX/SFIX.:
INST/FIRM..:
ADCO/ADDR..: x
x nv 11111

REQ-DATE...: CHARGES: + =
PRINT-DATE.:
INSTRUCTION:

BATCH-INFO.: COUNT: ENTERED: LMOD-USER/DATE:
H--+SC06 PLEASE ENTER REQUIRED DATA
  
```

4A 1 Sess-1 134.197.221.18 TCP00274 § 6/45

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