

How to Save UCSC Transcripts

For Firefox and Safari (may not work with other browsers)

1. Go to My.UCSC.edu main menu
2. Log in using your Gold ID and password
3. On the left hand side, click 'Main Menu'
4. Select 'My Student Center'
5. Select 'My Student Center', again
6. Click 'My Academics' on the left hand side
7. Select 'View my unofficial transcript' on the left hand side
8. Select 'Unofficial Transcript' on the 'Report Type' dropdown menu and click 'Go'
9. Right click the transcript
10. On the menu box, click 'This Frame'
11. Select 'Print frame'
12. Select 'PDF'
 - a. On Dropdown menu, select 'Save as PDF'
 - b. Alternatively, select 'Preview'
 - i. Then File and Save as PDF