

Unofficial Transcript Review

You can review your unofficial transcript at anytime by following the instructions below.

1. Go to the **MyFrancis** web portal at <https://my.francis.edu>
2. Login with your student account.
If you do not know your student username/password, click on the **Username Lookup** link on the left side panel. On this screen, you can look up your username and view the initial password configuration.
If you have trouble logging in, please contact the helpdesk at <https://libguides.francis.edu/techhelp>.
3. Once you are logged in, click on the **Current Student** tab on the top panel.
4. In the Records and Academics area (middle section of the screen), click on the **Online Schedule, Registration, Grades, Major, Closed Courses, Advisor, Unofficial Transcript, Course History** link.
5. You will come to the FERPA Release form. Click on the Continue to **Online Schedule, Registration, Grades, Major, Closed Courses, Advisor, Unofficial Transcript, Course History** link to go to the Student Academics page.
6. Scroll down the page to the **Unofficial Transcript** area (bottom right column).
7. Click on the **View Unofficial Transcript** link.

Official Transcript

If you are planning to attend another college or university, you can request that your transcript be sent to the school electronically or via mail. To request a copy of your transcript, follow the instructions below.

1. Go to the **MyFrancis** web portal at <https://my.francis.edu>
2. Login with your student account.
 - a. If you do not know your student username/password, click on the Username Lookup link on the left side panel. On this screen, you can look up your username and view the initial password configuration.
 - b. If you have trouble logging in, please contact the helpdesk at <https://libguides.francis.edu/techhelp>.
3. Once you are logged in, click on the **Alumni and Friends** tab on the top panel.
4. Click on **Request a Transcript**. Follow the instructions and link to order your transcript through **Parchment**. There is an \$8 fee for all Internet orders. An additional fee is charged for printed and mailed copies.

If you need additional information for the transfer/acceptance of these credits, please reach out to Ms. Gabrielle Cronin at gcronin@francis.edu or (814) 472-2811.