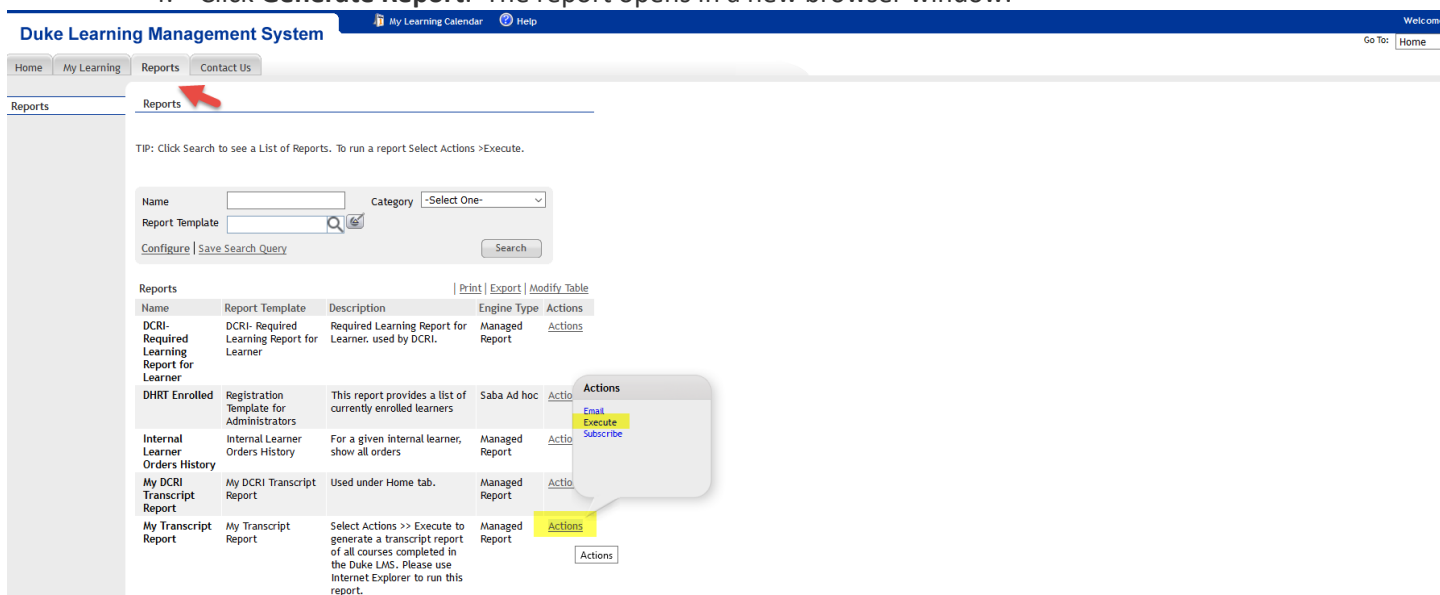


Print Your Transcript

1. Log into the LMS and select the **Reports** Tab.
2. Click **Search** to see a list of the reports available.
3. Place the cursor over the Actions link for the **My Transcript Report**. The Actions popover appears. Click the **Execute** link.
4. Click **Generate Report**. The report opens in a new browser window.



5. Click the print icon.
6. Click Export (see pic below). The report displays in a PDF reader window. You can now save or print the document.

