

# Request Unofficial Transcript from Advisor Center

**Purpose:** To request an unofficial transcript via the Advisor Center in ctcLink.

**Audience:** Advisors

## Request Unofficial Transcript from Advisor Center

1. Navigate to the **ctcLink Advisor Homepage**.
2. Select the **Advisor Center** tile.
3. The **My Advisees** page displays. The My Advisees screen will display a list of students identified as your advisees. This page will display the student's name, ID number, a link to student details, and an icon for advising notes.
4. Select the **View data for other students** button at the bottom of the page to view a Student Center for students not listed as your advisees.
5. The **Advisee's Student Center** search page displays.
6. Enter an **ID**.
7. Select the **Search** button.
8. The **Advisee's Student Center** page displays.
9. To view the student's unofficial transcript, click the **Other Academic Information** drop-down menu and select **Transcript: View Unofficial**.
10. Select the **double arrow** button.
11. The **Advisee Unofficial Transcript** page is displayed.
12. Choose the **Academic Institution** and **Unofficial Transcript** as the **Report Type** on the **Advisee Unofficial Transcript** page.
13. After processing the report, click the **View Report** button next to that report. This will allow you to view an unofficial transcript in PDF format.
14. To view the PDF, you must enable browser pop-ups.
15. You may view previous reports by clicking the **View All Requested Reports** button and selecting the appropriate **View Report** option.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Request Unofficial Transcript from Advisor Center](#). This link will open in a new tab/window.