

9.2 Review Student Transcript Request History

Purpose: Use this document as a reference for reviewing student transcript request history in ctcLink.

Audience: All staff

 You must have at least one of these local college managed security roles:

- ZZ SR Transcript Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reviewing Student Transcript Request History

Navigation: NavBar > Navigator > Records and Enrollment > Transcripts > Transcript Request Inquiry

1. The **Transcript Request Inquiry** search page displays.
2. Enter **Academic Institution**.
3. Select **Flexible Transcript**.
4. Enter **Transcript Type**.
5. Enter **Student ID**.
6. Select **Search**.

 **Note:** The **Flexible Transcript** checkbox should remain selected.

[Student Homepage](#) Transcript Request Inquiry

Transcript Request Inquiry

User ID CTC_BRAMIREZ

*Academic Institution Flexible Transcript
 Transcript Type

*Student ID Francis Ren

7. The updated **Transcript Request Inquiry** search page displays.
8. The **Transcript History** section lists your results.

[Student Homepage](#) Transcript Request Inquiry

Transcript Request Inquiry

User ID CTC_BRAMIREZ

*Academic Institution Flexible Transcript
 Transcript Type

*Student ID Francis Ren

Transcript History Personalize | | First 1-6 of 6 Last

Report Request Nbr	Transcript Type	Transcript Type	Flexible Transcript?	Request Date	Status
000382019	UNOFF	Unofficial Transcript	Yes	05/11/2018	Completed
000382013	UNOFF	Unofficial Transcript	Yes	05/09/2018	Completed
000382010	UNOFF	Unofficial Transcript	Yes	05/07/2018	Completed
000382006	UNOFF	Unofficial Transcript	Yes	05/01/2018	Completed
000382005	UNOFF	Unofficial Transcript	Yes	05/01/2018	Completed
000382004	UNOFF	Unofficial Transcript	Yes	05/01/2018	Completed

9. Process complete.