

# Printing your Unofficial Transcript

## Google Chrome

1. After you have logged into EagleOnline, click on the "Student Info" tab.
2. Click on the "My Grades" link in the left column.
3. Click on the "View Unofficial Transcript" link.
4. Click on the "Printer Friendly" link (top left corner under the tabs).
5. Click "Send to Printer". Choose the printer and press "Print".

## Internet Explorer

1. After you have logged into EagleOnline, click on the "Student Info" tab.
2. Click on the "My Grades" link in the left column.
3. Click on the "View Unofficial Transcript" link.
4. Make sure the Landscape button is selected.
5. In the "Shrink to Fit" dropdown select a percentage that allows the entire transcript to be shown on the preview page.
6. Click on the "Print" button.

The screenshot shows the EagleOnline user interface for Sally Jo Student. The top navigation bar includes links for Home, AJA@STC, Admissions, Paying for College, Campus Life, Student Info (circled), Alumni, and My Pages. Below this, a breadcrumb trail reads "You are here: Student Info > My Grades". The left sidebar contains a "Student Info" menu with "My Grades" circled, which includes sub-links for "Grade Report" and "Unofficial Transcript". The main content area is titled "My Grades" and features a "Grade Report" section with a dropdown menu set to "FA 2014" and a "View Final Grade Report" link. Below this is an "Unofficial Transcript" section with a "View Unofficial Transcript" link circled. The bottom of the page shows a "Course Undergraduate Program: Program" section.

For additional help, visit the State Tech Help Desk in ITC Room 225 or call (573)897-5200 or email [helpdesk@statetechmo.edu](mailto:helpdesk@statetechmo.edu)