

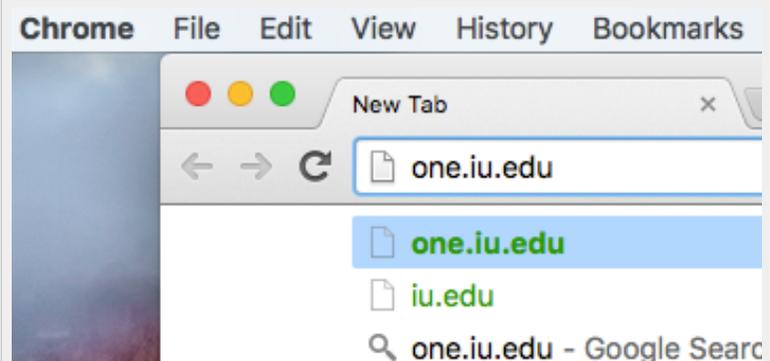
# IU School of Education at IUPUI

## How to print your **Unofficial Transcript**

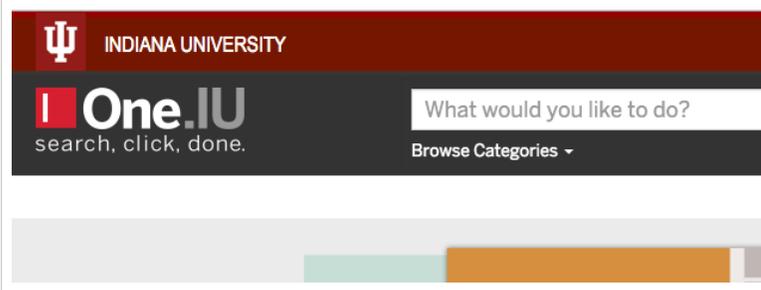
1. Open your favorite browser.



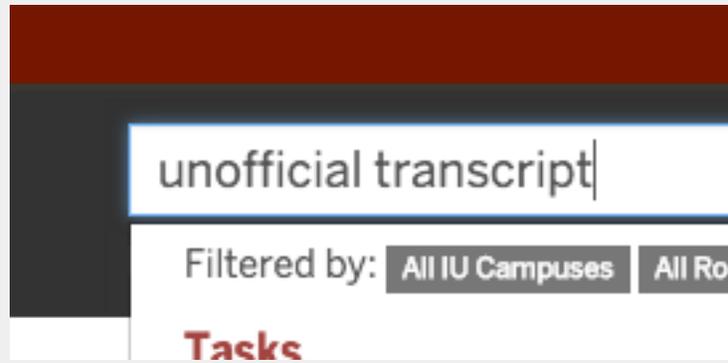
2. Navigate to "[one.iu.edu](http://one.iu.edu)", or click the link above.



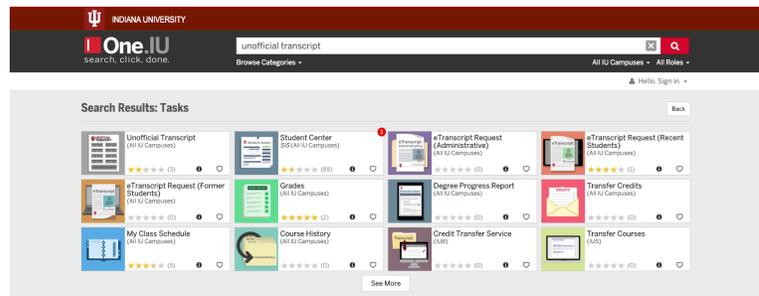
3. In the search field labeled "what would you like to do?" type "**unofficial transcript**".



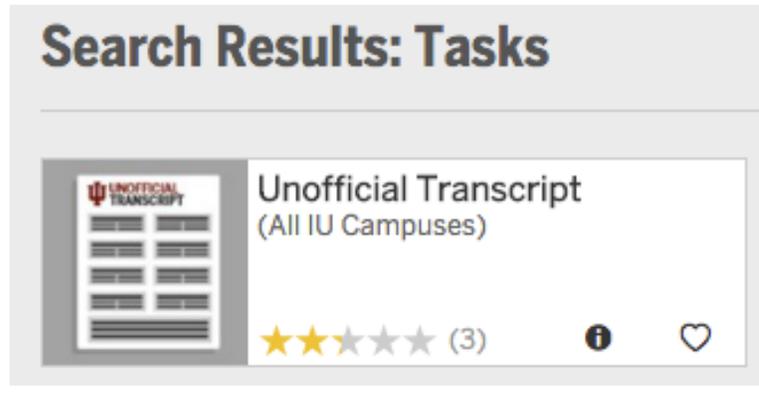
Hit "enter" on your keyboard or click on the search icon.



4. Your **Search Results: Tasks** will show in the top section of the browser.

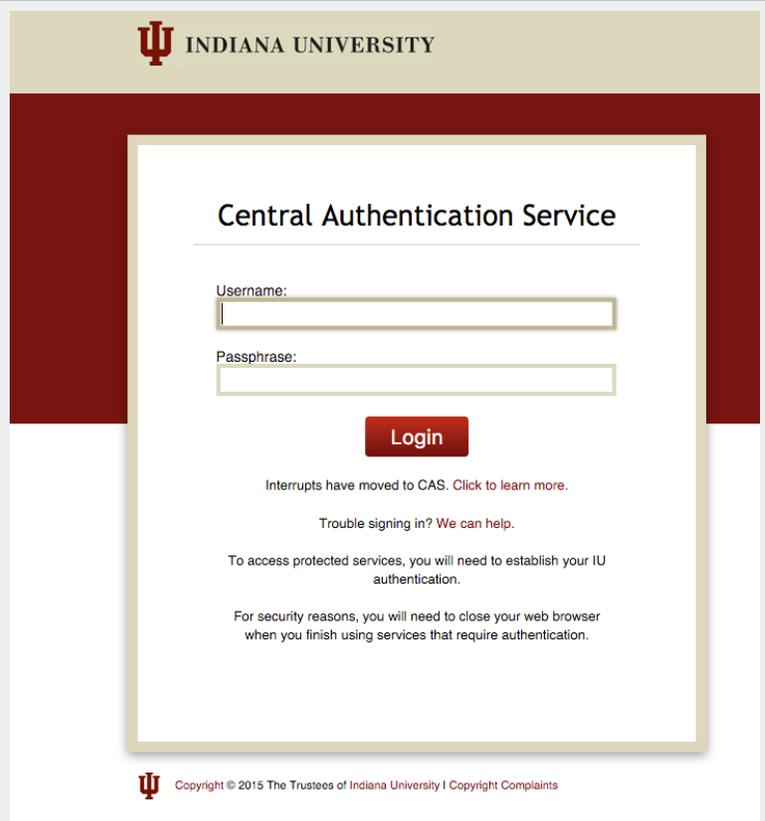


The first item in the top left corner will be the **Unofficial Transcripts** result.

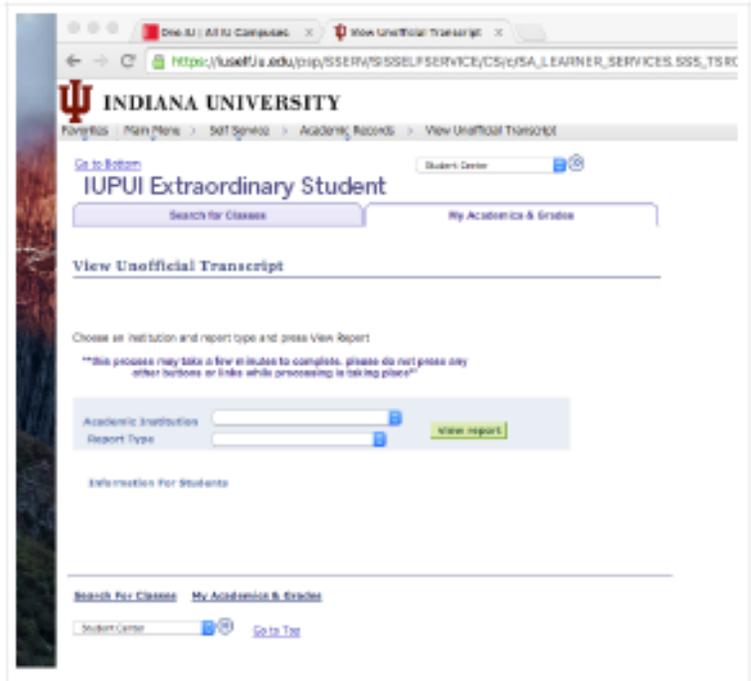


5. When you click on the **Unofficial Transcript** pane, you will be re-directed to the **IU Central Authentication Service**.

At this time, enter your university **Username** and **Passphrase** and click the “Login” button.



6. You are now taken to secure page within “[iuserf.iu.edu](https://iuserf.iu.edu)” that is specific to you and your personal academic records.

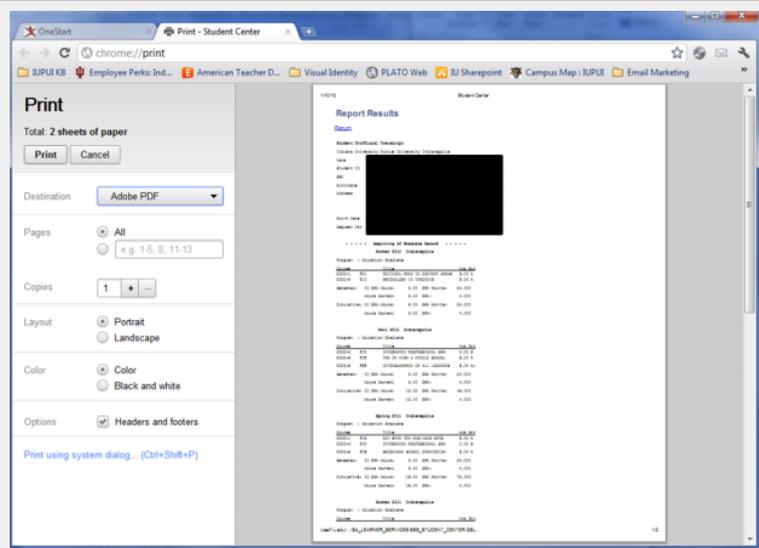




## 8. PRINT OPTION - 2

Save the Results as a PDF.

- If you have a PDF print driver installed, you may alternatively click the “Print” button and change the printer type to “Adobe PDF” or some other compatible print driver (e.g., PrimoPDF or EasyPDF).
- Once you print to PDF, locate the PDF file and upload it the necessary resource.



**If you are having trouble with this process and need assistance, please go to [education.iupui.edu/contact](http://education.iupui.edu/contact) to connect with us directly.**