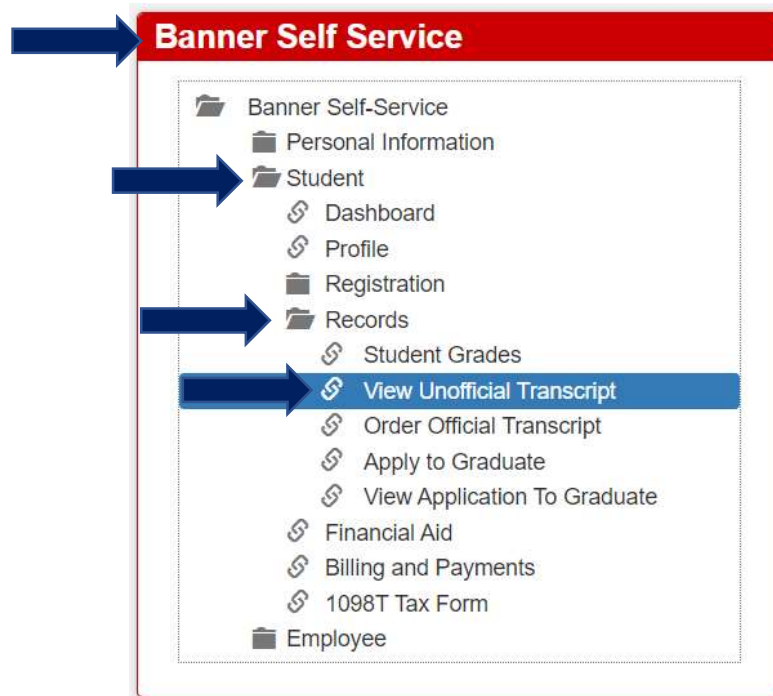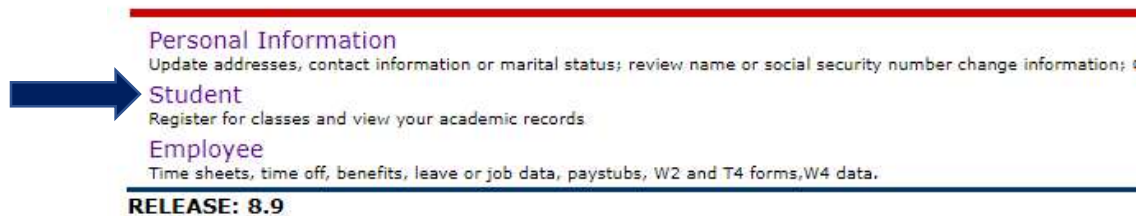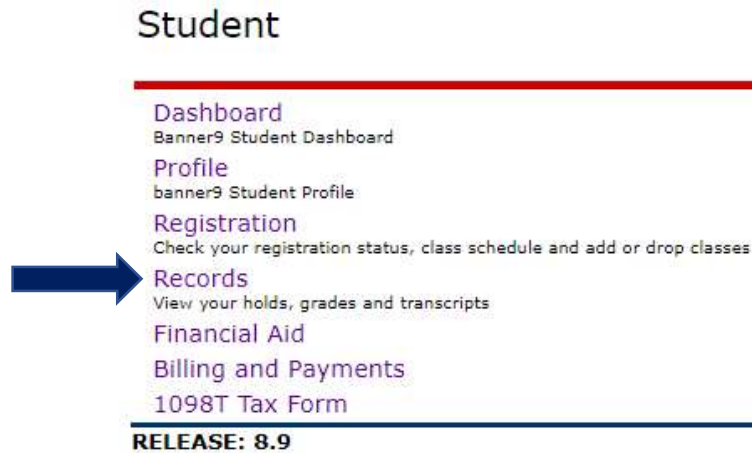# How to Access Unofficial Transcript

- For a copy of your unofficial transcript please log in to myIIT portal.
- Go the Academics tab and go to Banner Self Service on the upper right side of the page.
- Click on student, click on records and click on view unofficial transcript.

- Click on student

- Click on Records

Student

Dashboard
Banner9 Student Dashboard
Profile
banner9 Student Profile
Registration
Check your registration status, class schedule and add or drop classes
Records
View your holds, grades and transcripts
Financial Aid
Billing and Payments
1098T Tax Form
RELEASE: 8.9

- Click on View Unofficial Transcript

Student Records

Student Grades
Banner9 student Grades
View Unofficial Transcript
Order Official Transcript
Apply to Graduate
View Application To Graduate
RELEASE: 8.9

- Select "all levels" for Transcript level and select "internal transcript" for Transcript type. Click on submit.

Academic Transcript Options

Click submit to view your unofficial transcript. Select the link below to request an official transcript.

Transcript Level: All Levels ▼
Transcript Type: Internal Transcript ▼

Submit

- Click ctrl+p (Note: click ctrl+A to select all, if only the first page prints).
- In the drop-down section where you can choose the printer, choose PDF.
- Choose where you want to save the PDF and click save.