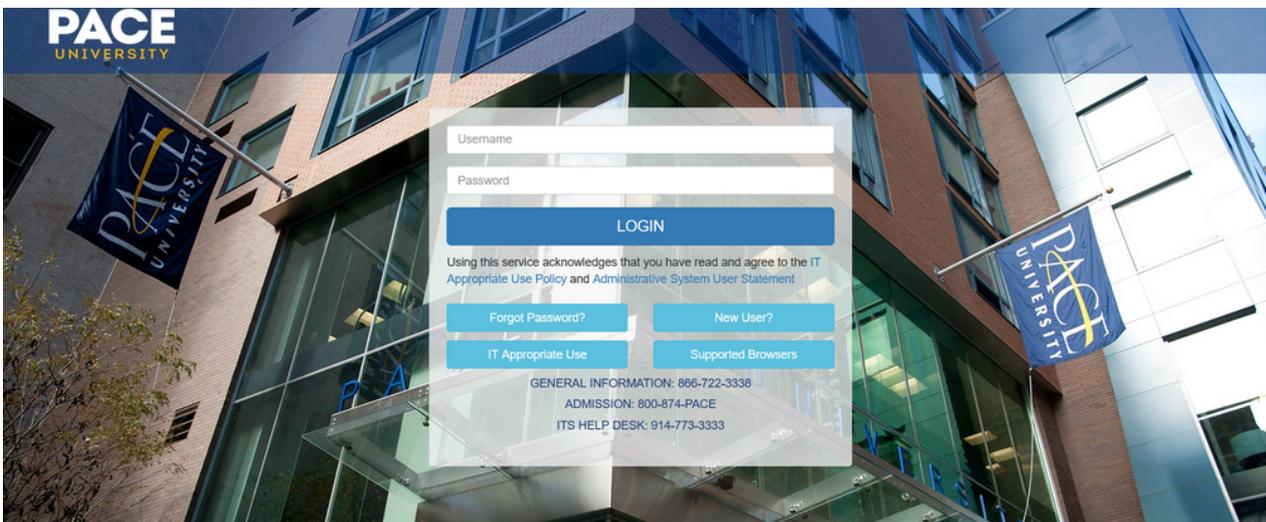




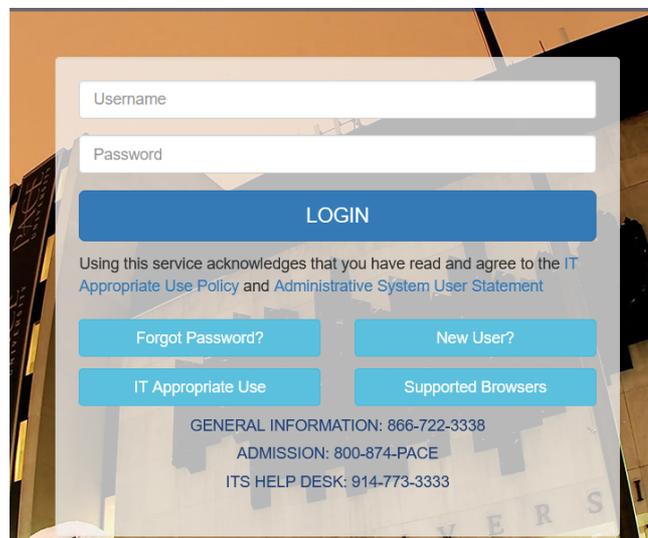
Unofficial Transcripts

Unofficial transcripts are only available in the Pace Portal. Those who are unable to access the Pace Portal can order official transcripts online through the [National Student Clearinghouse](#).

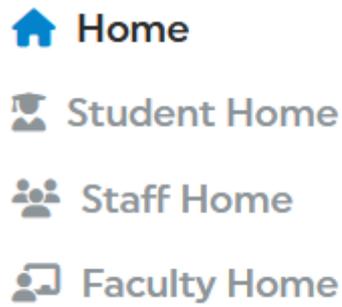
1 Navigate to portal.pace.edu



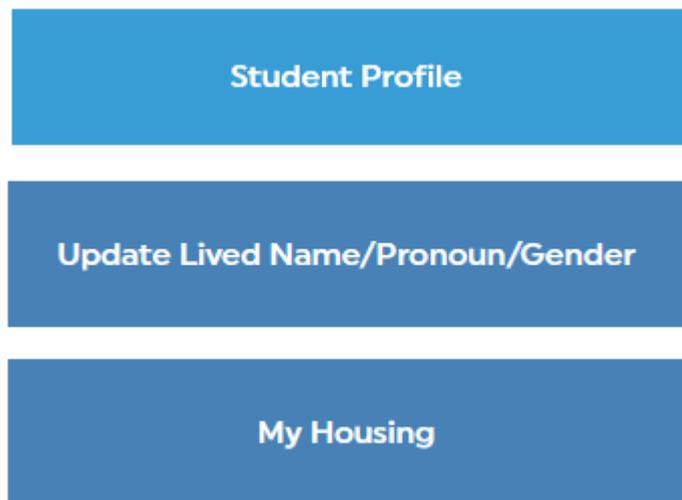
2 Type in your MyPace username (e.g. jd12345n) and password



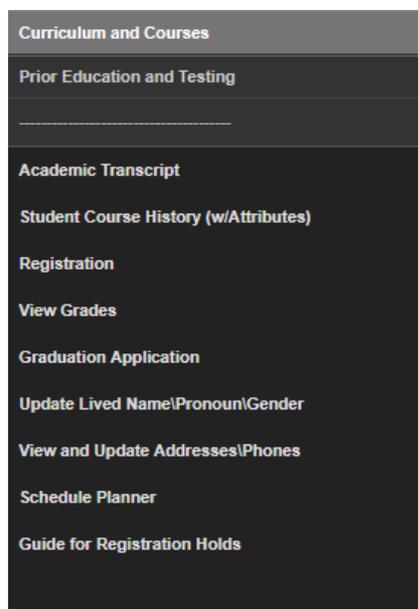
3 Once logged in, click on "Student Home" on the left



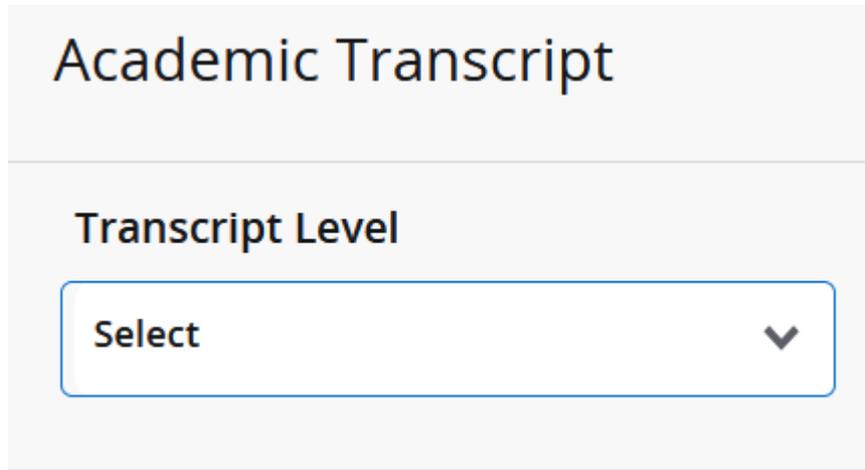
4 Click on "Student Profile" on the top right of the screen



5 Select "Academic Transcript" from drop down menu



- 6 Select "Transcript Level" from drop down menu



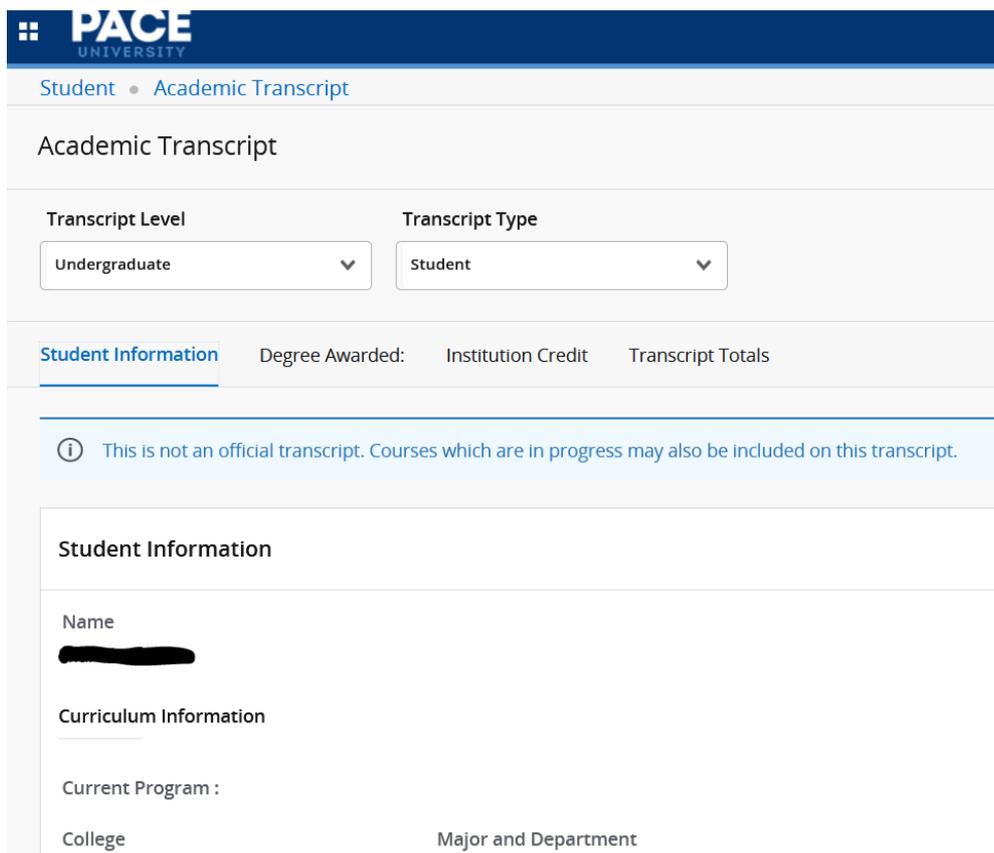
The screenshot shows a section titled "Academic Transcript". Below the title is a dropdown menu labeled "Transcript Level". The dropdown menu is currently set to "Select" and has a downward arrow icon on the right side.

- 7 Select "Transcript Type" from drop down menu



The screenshot shows a dropdown menu titled "Transcript Type". The dropdown menu is currently set to "Select" and has a downward arrow icon on the right side.

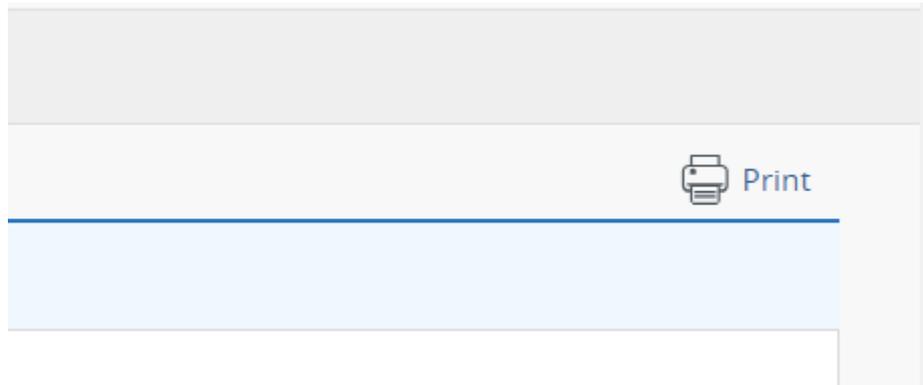
- 8 Once selected, the unofficial transcript will populate



The screenshot shows the Pace University Academic Transcript page. The page header includes the Pace University logo and the text "Student • Academic Transcript". Below the header, the page title "Academic Transcript" is displayed. Two dropdown menus are shown: "Transcript Level" set to "Undergraduate" and "Transcript Type" set to "Student". Below the dropdown menus, there are tabs for "Student Information", "Degree Awarded:", "Institution Credit", and "Transcript Totals". A blue information banner states: "This is not an official transcript. Courses which are in progress may also be included on this transcript." Below the banner, the "Student Information" section is visible, showing fields for "Name" (redacted), "Curriculum Information", "Current Program:", "College", and "Major and Department".

9 Print PDF

To print or save the unofficial transcript click the Print button on the right side of the page. You may need to allow pop-ups on your browser in order for the unofficial transcript print window to appear. If there are any issues seeing the pop window please try using an alternative browser.



The unofficial transcript pdf will appear in a pop up window. You will then have the option to select a printer or Save as PDF. Please note the save option may differ depending on your browser.

