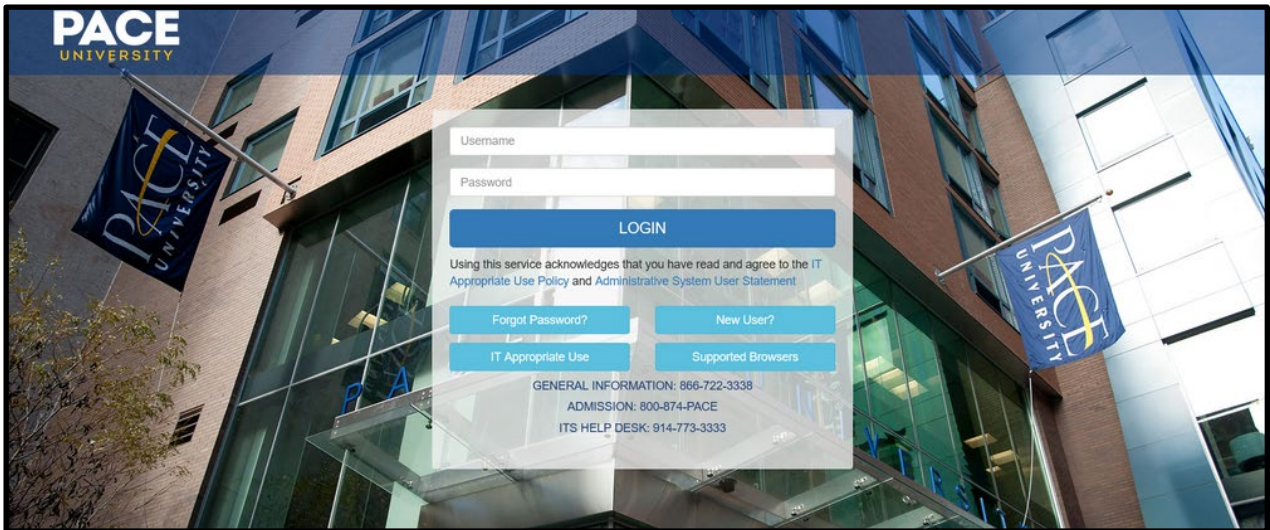
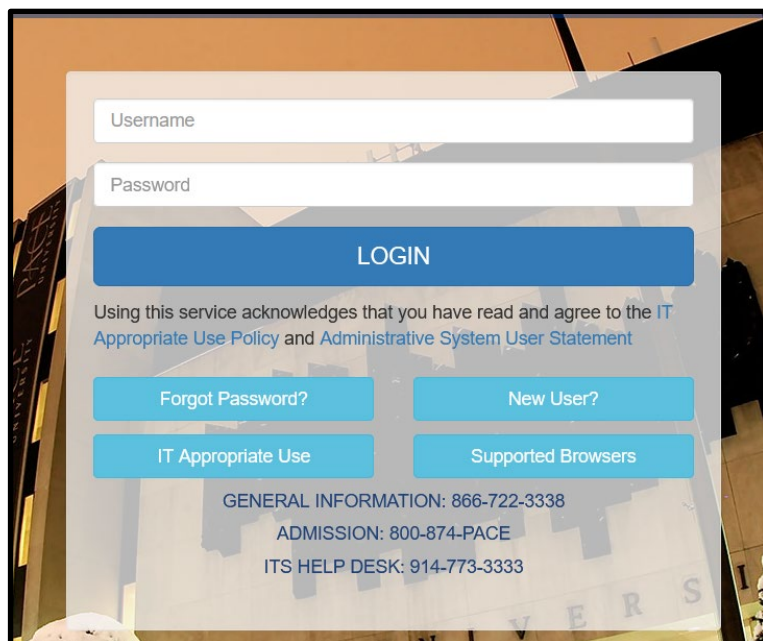


Unofficial Transcripts

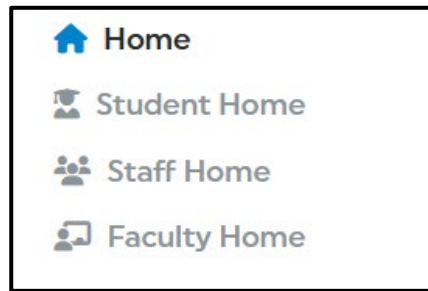
1. Navigate to the [Pace Portal](#) and log in.



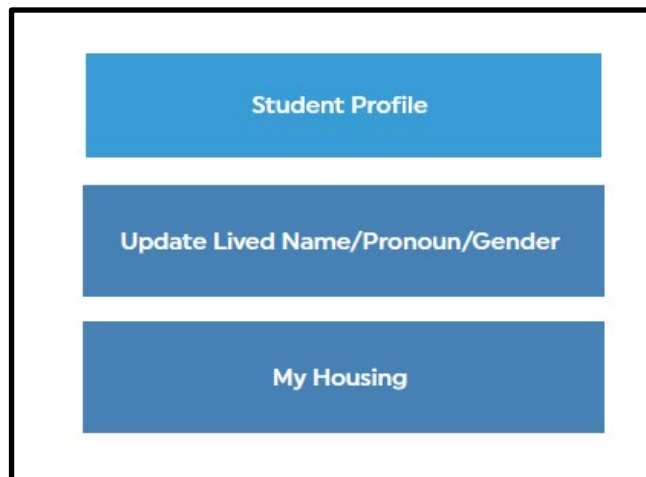
Type in your MyPace username (e.g. jd12345n) and password



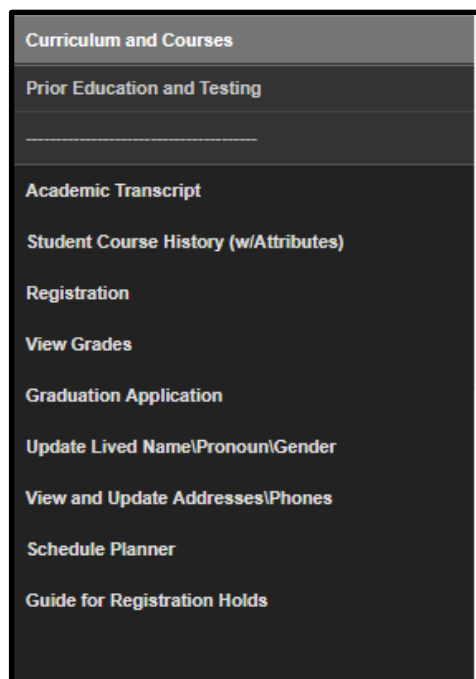
2. Once logged in, click on "Student Home" on the left



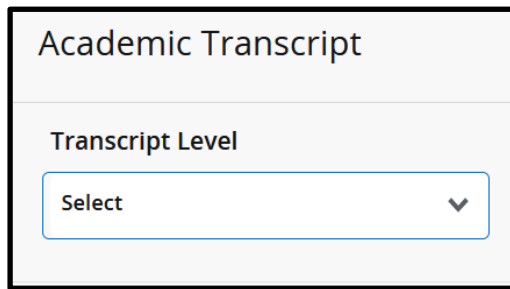
3. Click on "Student Profile " on the top right of the screen



4. Select "Academic Transcript" from drop down menu



5. Select "Transcript Level" from drop down menu

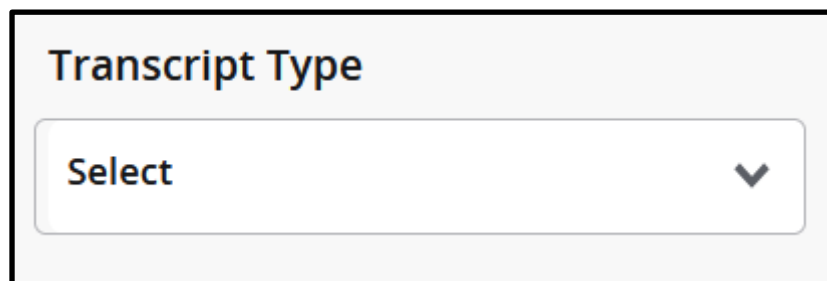


Academic Transcript

Transcript Level

Select ▼

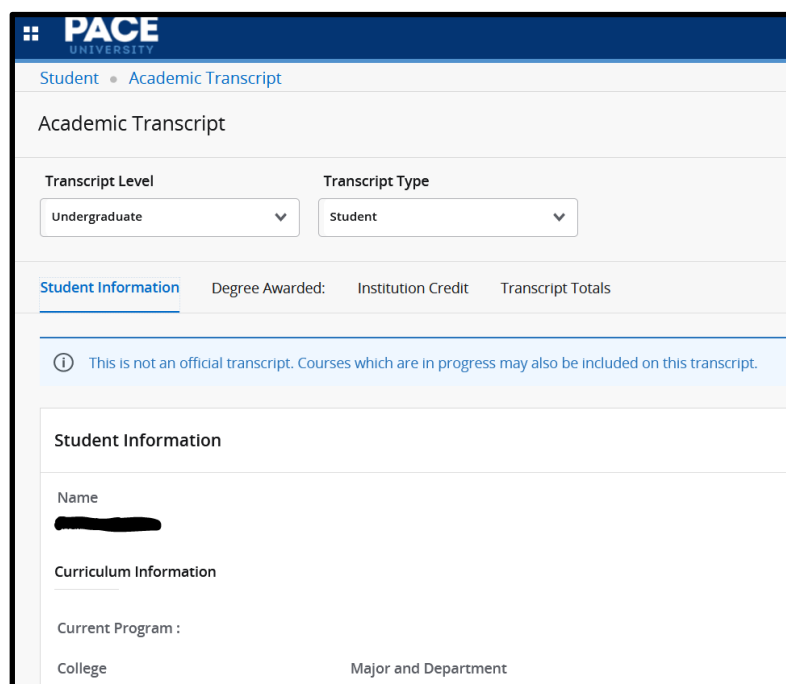
6. Select "Transcript Type" from drop down menu



Transcript Type

Select ▼

7. Once selected, the unofficial transcript will populate



PACE
UNIVERSITY

Student • Academic Transcript

Academic Transcript

Transcript Level: Undergraduate ▼

Transcript Type: Student ▼

[Student Information](#) Degree Awarded: Institution Credit Transcript Totals

ⓘ This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

Name: [REDACTED]

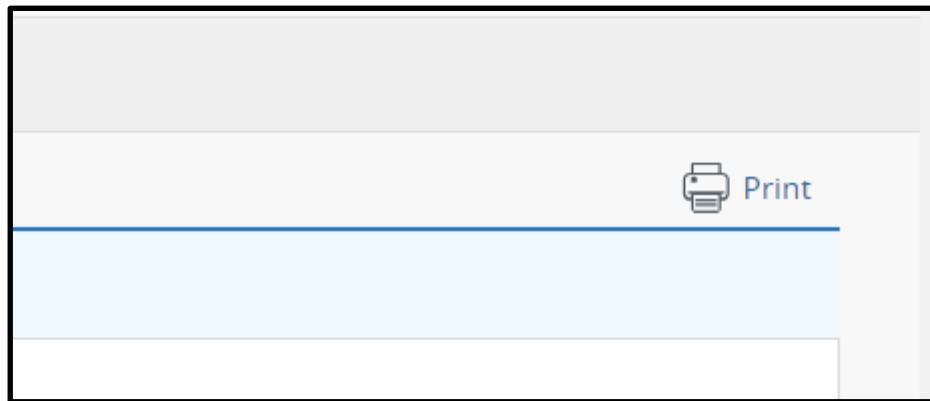
Curriculum Information

Current Program :

College: Major and Department

8. 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.

