View Unofficial Transcripts
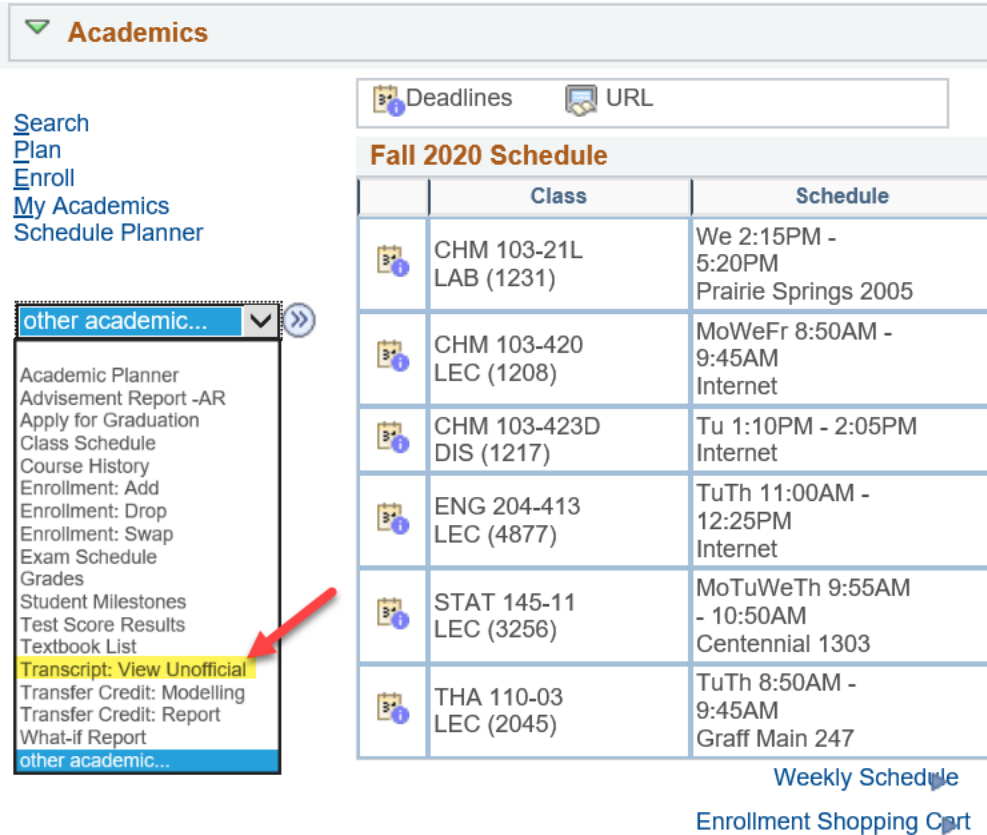
1. In the **Academics** section of your Student Center, select **Transcript: View Unofficial** from the drop-down mention. Click the double arrow button. ⟳

2. On the next screen, leave **Academic Institution** as **UW-La Crosse**. Click **Unofficial Enrollment (Both)** for **Report Type**. Do not leave this blank or the transcript will not come up.

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Search | Plan | Enroll | **My Academics**

View Unofficial Transcript

Choose an institution and report type and press View Report

This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place

Academic Institution UW-La Crosse ⌄

Report Type Unofficial Enrollment (Both) ⌄

View Report

Information For Students

View All Requested Reports

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3. Click **View Report**.

4. A new window or tab should pop up displaying the transcript.

Tip: If a new window or tab does not come up, you might have a popup blocker on in your browser. Go to your browser options and turn off the blocker or add wings.uwlax.edu to the list of acceptable sites. For directions on how to do that for your browser, you should be able to google "turn off pop up blocker" for your browser (i.e. Chrome, Firefox, Internet Explorer, Edge). When you have it turned off, try these steps again.

5. You may save the transcript as a PDF file to your computer or print it. On your WINGS window, you will see the history of the times when you have requested to view this report.

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Previous Requests

Personalize | Find | View All | 🗗 First ◄ 1-3 of 3 ► Last

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date		
View Report	08/24/2020	Unofficial Enrollment (Both)	UWLAC	989169962	Immediate Processing	08/24/2020	+	–
View Report	05/21/2020	Unofficial Enrollment (Both)	UWLAC	989169962	Immediate Processing	05/21/2020	+	–
View Report	01/27/2020	Unofficial Enrollment (Both)	UWLAC	989169962	Immediate Processing	01/27/2020	+	–

Cancel

6. To order an **official** transcript, there are two places in your WINGS you can click on.

   a. Click on the Official Transcript link in the left hand menu, then click on Official Transcript again. A new window or tab will pop up with the start of the official transcript form. Select either electronic (PDF) delivery through secure email or paper (hard copy) delivery through US Postal Service.

   or
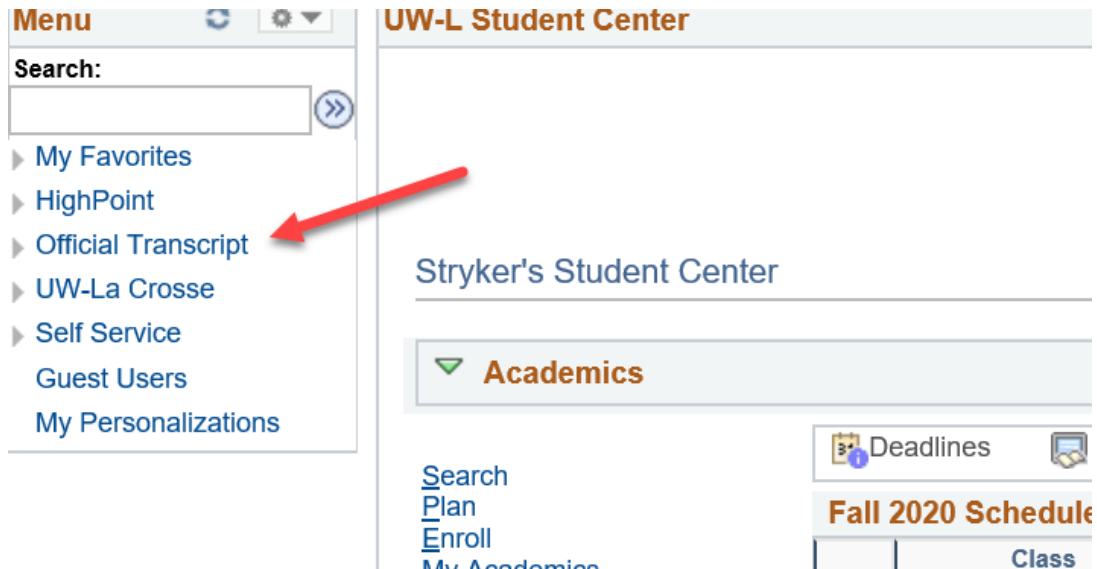
   b. Go to the Enrollment Resources section in the bottom right of your Student Center homepage and click on Official Transcript. A new window or tab will pop up with the start of the official transcript form.

7. **There is a fee for each official copy sent. You can pay with a credit or debit card.**