

# INSTRUCTION SHEET



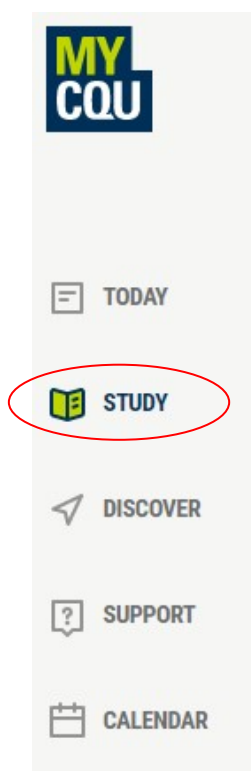
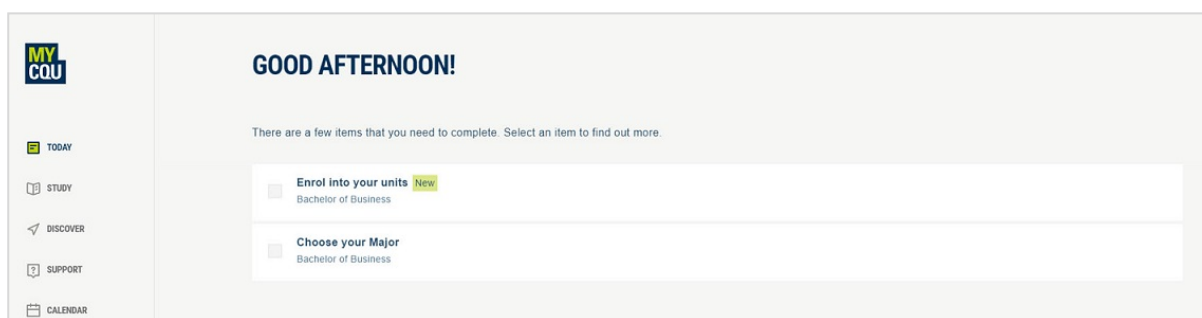
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## Generate an unofficial transcript

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Log in using your Student ID and password, and then navigate to the *Study* view.



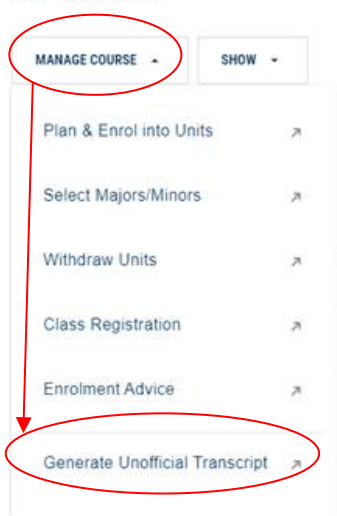
## Generate an unofficial transcript

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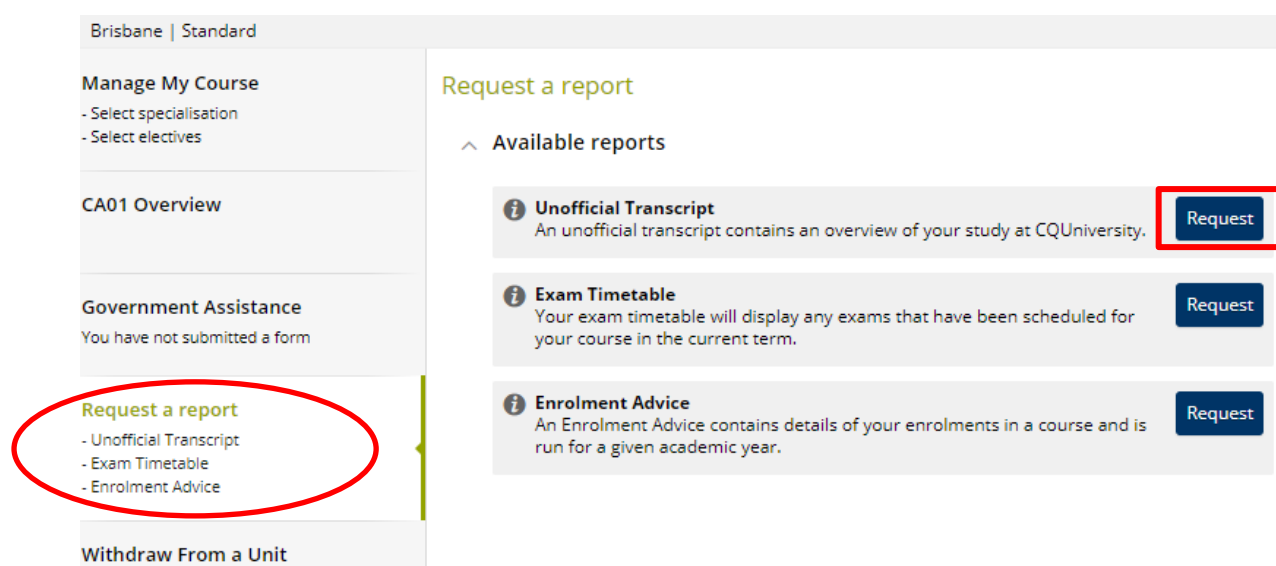
Select *Manage Course* and then *Generate Unofficial Transcript*.

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From the side navigation panel, select the *request a report* section. Then select the *request* button beside unofficial transcript.



If you require an official transcript, please visit [www.cqu.edu.au/transcripts](http://www.cqu.edu.au/transcripts).