## Access Unofficial Transcript in WISER Active Students Only\*

My Academics

Transcript

- 1. Log in to WISER with your campus user ID and password.
- 2. Click on the 'My Academics' icon:
- 3. Expand the 'Transcript' drop down menu:
- 4. Choose 'View my unofficial transcript' from the drop-down menu: (it may take a few seconds to load)



5. Academic Institution should be set to "University of Mass Boston" Report Type should be set to "Unofficial"

Academic Institution		University of Mass Boston 🗸 🗸
Report Type		Unofficial 🗸
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on the 'View Report' button	View Report	

- Next, click on the 'View Report' button (this may take a few seconds to load)
- Download your unofficial transcript by clicking on the "view report" button and 'Save As' an Adobe document (PDF file) on your desktop.
  Please note, pop-ups must be enabled.

\*Inactive students or students who no longer have access to WISER must order a transcript through the <u>National Student Clearinghouse</u>

**Students who attended Prior to 1982 or Boston State will not have access to WISER** and cannot use the National Student Clearinghouse. If you attended prior to 1982 or attended Boston State, please visit our website and complete the <u>DouSign Pre1982 Transcript Request</u> form