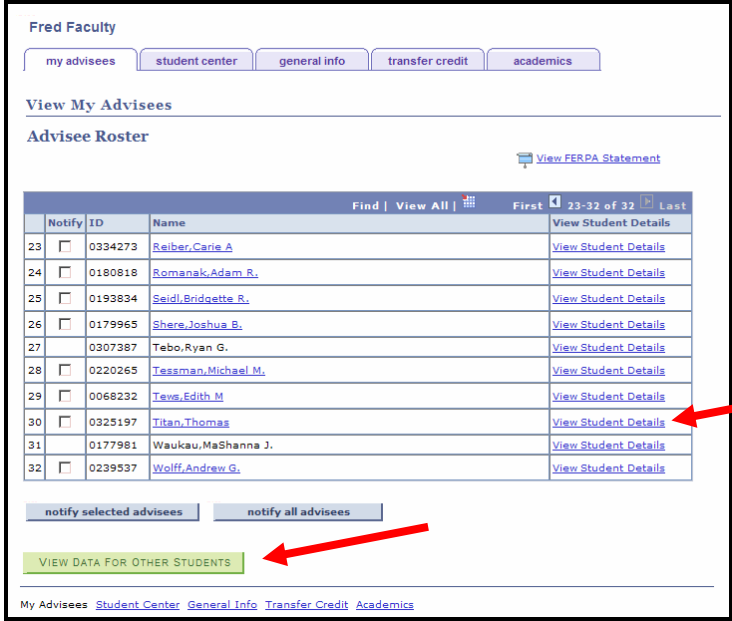
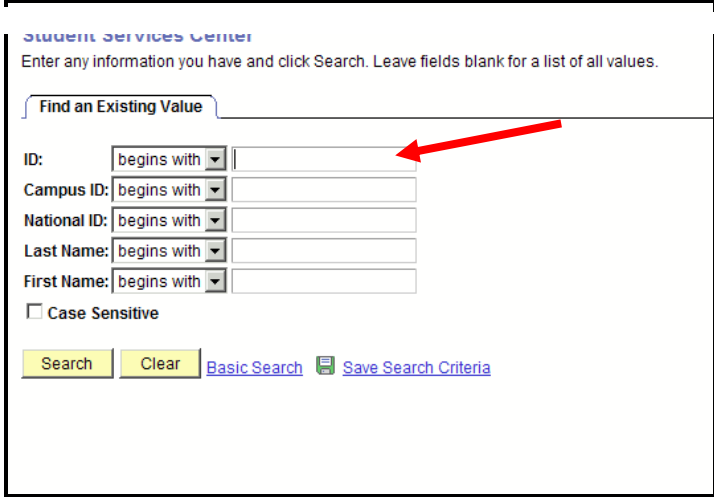
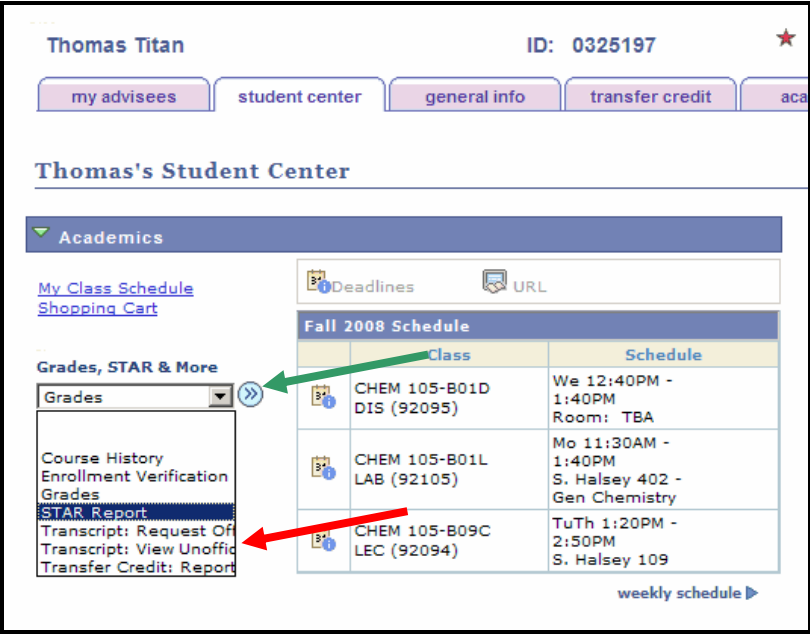
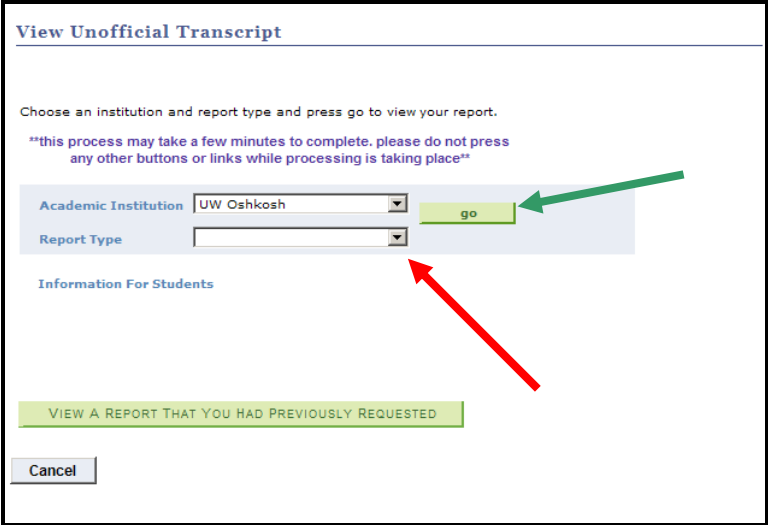


# View a Unofficial Transcript from Titan Web: Faculty/Advisor View

Step	Action	Result
1.	Login into TitanWeb <ul style="list-style-type: none"> <li>• Login ID = W followed by your Campus ID</li> <li>• Default pass word first two letters of yourf first name, first two letters of your last name, last 4 digits of your ID number</li> <li>• <b>Recommended – change your password</b></li> </ul>	The Faculty Center or another screen will appear  <b>Contact the Help Desk – 3020 if you have problems with your password</b>
2.	If you are also an instructor you will see this screen <div data-bbox="505 802 1256 1356" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>	
3.	From the Faculty Center Page shown above, click on <b>View My Advisees</b> <b>-or-</b> If you have any other default page, from the left menu follow this path Self Service > <b>View my Advisees</b>	The Advisee Roster will display.  <b>Note:</b> If you are a UARC Advisor be patient it is loading a long list of advisees

Step	Action	Result																																	
4.		 <p>Fred Faculty</p> <p>my advisees student center general info transfer credit academics</p> <p>View My Advisees</p> <p>Advisee Roster <a href="#">View FERPA Statement</a></p> <table border="1"> <thead> <tr> <th>Notify ID</th> <th>Name</th> <th>View Student Details</th> </tr> </thead> <tbody> <tr><td>23</td><td>Reiber,Carie A</td><td><a href="#">View Student Details</a></td></tr> <tr><td>24</td><td>Romanak,Adam R.</td><td><a href="#">View Student Details</a></td></tr> <tr><td>25</td><td>Seidl,Bridgette R.</td><td><a href="#">View Student Details</a></td></tr> <tr><td>26</td><td>Shere,Joshua B.</td><td><a href="#">View Student Details</a></td></tr> <tr><td>27</td><td>Tebo,Ryan G.</td><td><a href="#">View Student Details</a></td></tr> <tr><td>28</td><td>Tessman,Michael M.</td><td><a href="#">View Student Details</a></td></tr> <tr><td>29</td><td>Tews,Edith M</td><td><a href="#">View Student Details</a></td></tr> <tr><td>30</td><td>Titan,Thomas</td><td><a href="#">View Student Details</a></td></tr> <tr><td>31</td><td>Waukau,MaShanna J.</td><td><a href="#">View Student Details</a></td></tr> <tr><td>32</td><td>Wolff,Andrew G.</td><td><a href="#">View Student Details</a></td></tr> </tbody> </table> <p>notify selected advisees notify all advisees</p> <p><a href="#">VIEW DATA FOR OTHER STUDENTS</a></p> <p>My Advisees <a href="#">Student Center</a> <a href="#">General Info</a> <a href="#">Transfer Credit</a> <a href="#">Academics</a></p>	Notify ID	Name	View Student Details	23	Reiber,Carie A	<a href="#">View Student Details</a>	24	Romanak,Adam R.	<a href="#">View Student Details</a>	25	Seidl,Bridgette R.	<a href="#">View Student Details</a>	26	Shere,Joshua B.	<a href="#">View Student Details</a>	27	Tebo,Ryan G.	<a href="#">View Student Details</a>	28	Tessman,Michael M.	<a href="#">View Student Details</a>	29	Tews,Edith M	<a href="#">View Student Details</a>	30	Titan,Thomas	<a href="#">View Student Details</a>	31	Waukau,MaShanna J.	<a href="#">View Student Details</a>	32	Wolff,Andrew G.	<a href="#">View Student Details</a>
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5.	<p>Select <a href="#">View Student Details</a> - OR - <b>View Data For Other Students</b></p> <p><b>Note:</b> If you have a large number of advisees you may find selecting <b>View Data For Other Students</b> more useful.</p>	<p>A list of all assigned advisees will be returned.</p> <p>A search page will display if you select <b>View Data For Other Students</b></p>																																	
6.	<p>If you selected <b>View Data For Other Students</b> continue here</p> <p>If you picked a student from the Advisee Roster proceed to step 8</p>	 <p>Student Services Center</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>ID: begins with</p> <p>Campus ID: begins with</p> <p>National ID: begins with</p> <p>Last Name: begins with</p> <p>First Name: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>																																	
7.	<p>Enter the Student's ID in the ID box on top or search by Name.</p>	<p>The student you wish to view will be activated</p>																																	

Step	Action	Result
8.		
9.	<p>Select <b>Transcript: View Unofficial</b> from the <b>Grades, STAR &amp; More</b> drop down box. (red arrow)</p> <p>Click the Go Arrow (green arrow)</p> <p><b>Special Note:</b> The other items on the drop-down list are also active.</p>	<p>The list of options will display as a drop-down list.</p>
10.		

<b>Step</b>	<b>Action</b>	<b>Result</b>
11.	Select Unofficial Transcript from the drop down  Click on Go  Wait for Unofficial Transcript to appear  Use <b>Return</b> then <b>Cancel</b> to navigate back to your Advisee List	