STEP 1: *Pipeline*
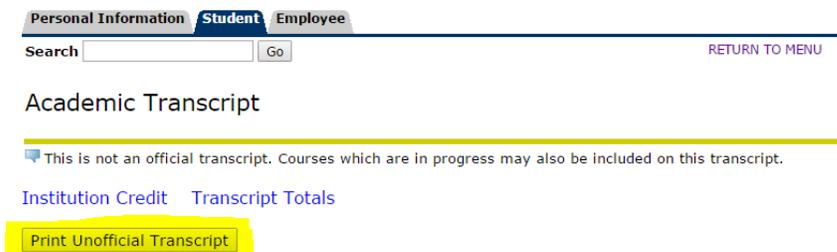
- Under "Student" tab, click on "Student Records"
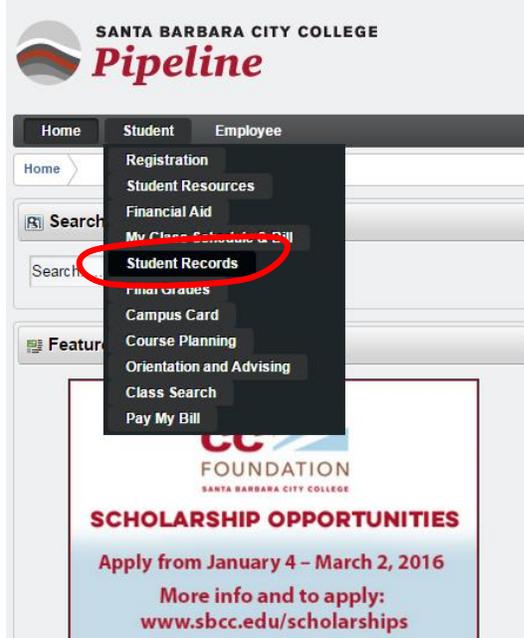
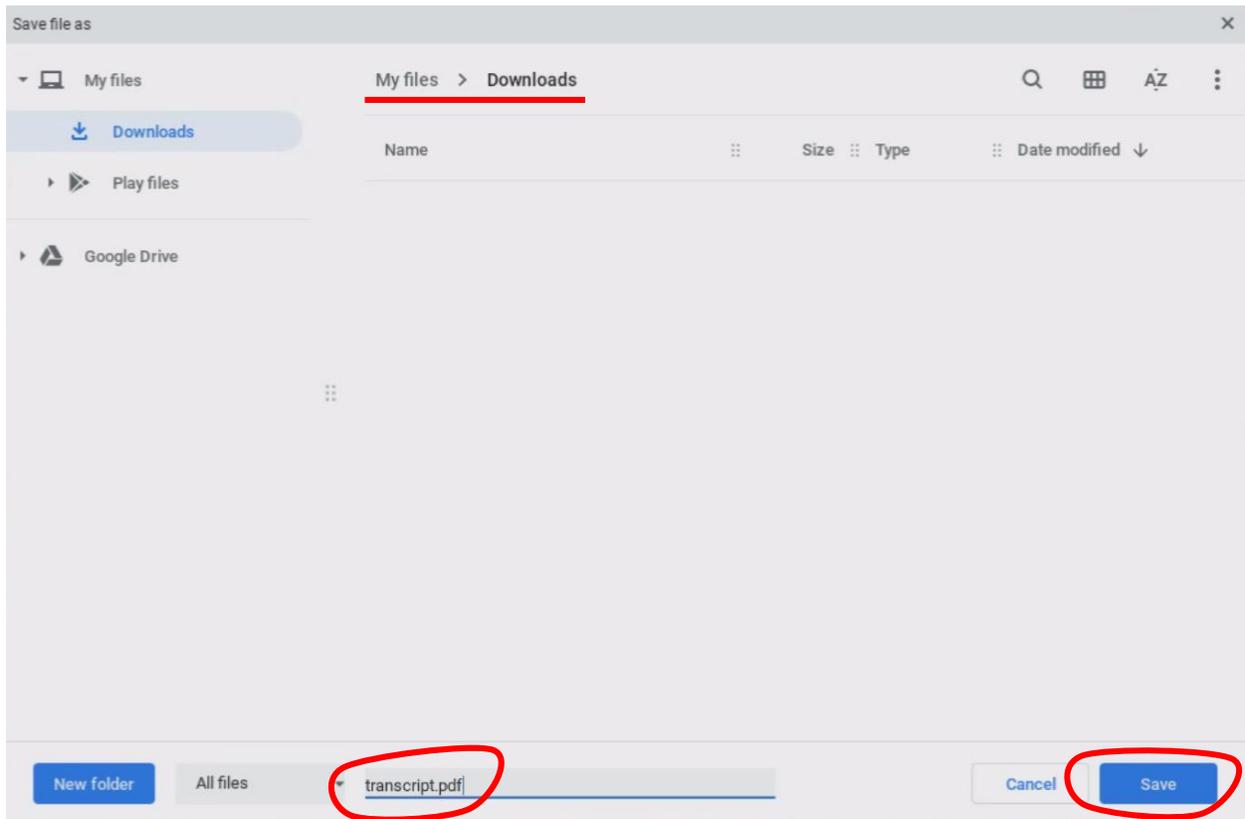- Click on "SBCC Free Unofficial Transcript"

- Select "Credit"
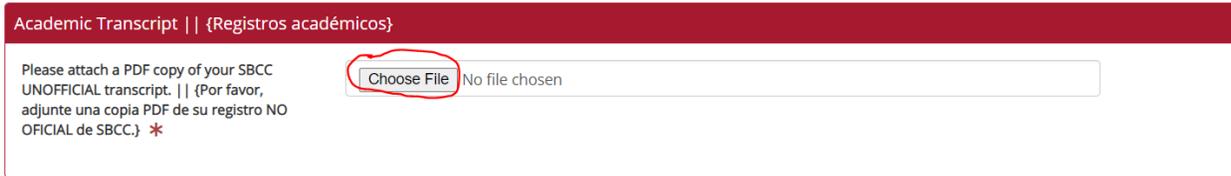- Click on "Print Unofficial Transcript"

<u>**STEP 2:**</u> *Saving Unofficial Transcript as a PDF*

- A window with the "Downloads" section in "My files" will pop up – Change the file name at the bottom to "transcript.pdf" and click "Save"
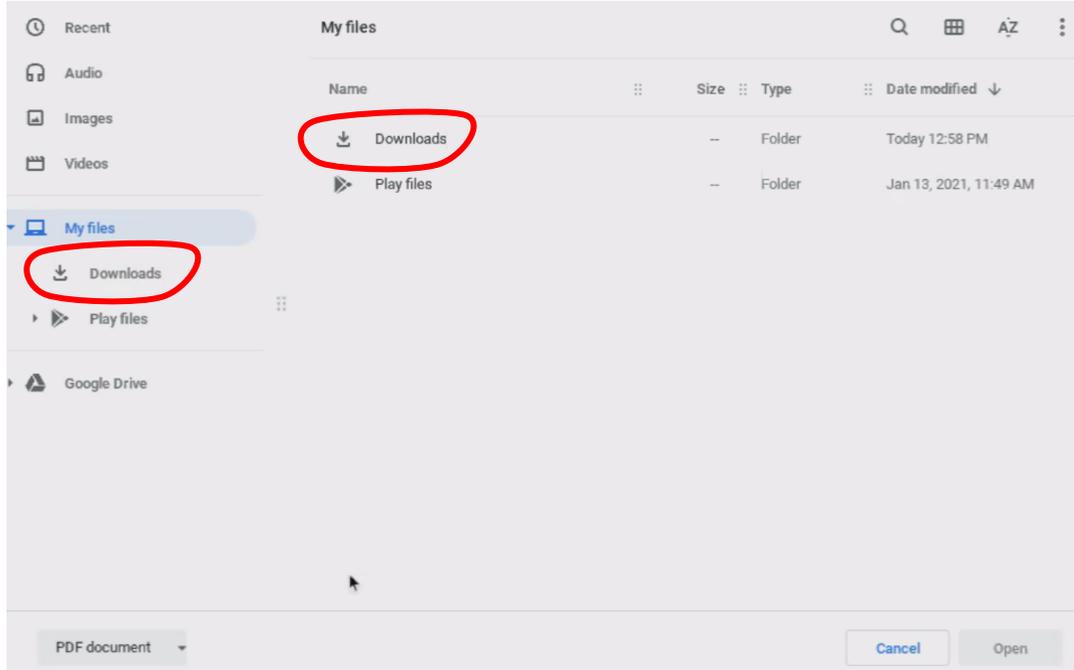
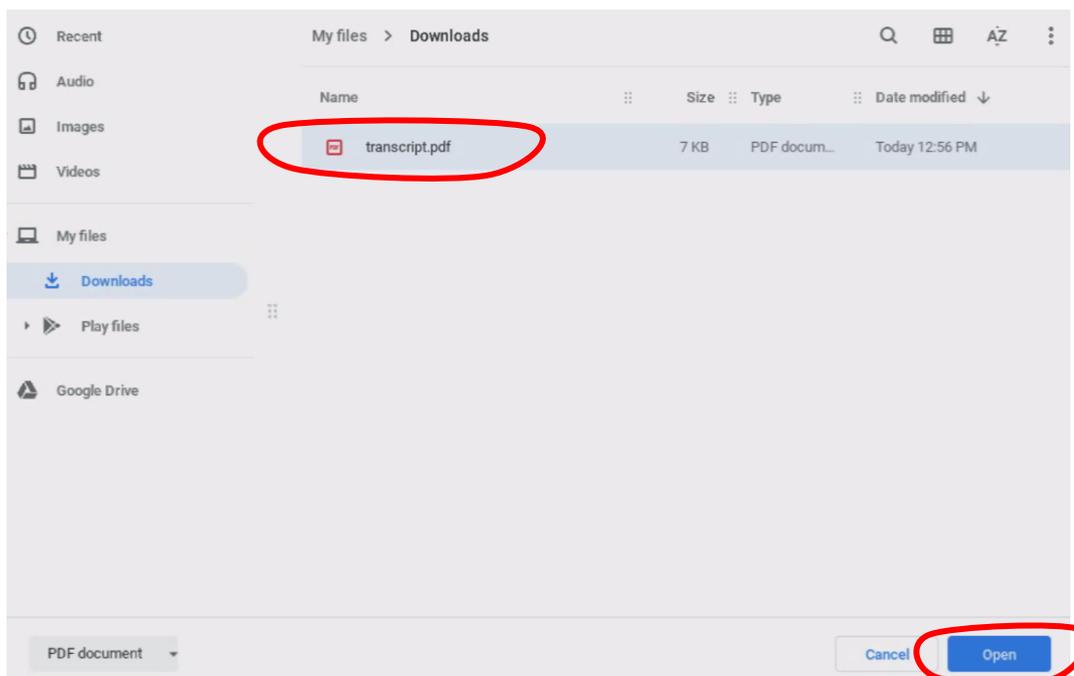**STEP 3A:** *Upload Unofficial Transcript to your Application as SBCC Student*

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on "Choose File" to select your saved PDF of your Unofficial Transcript

- You will see the screen below – Select the "Downloads" folder from the left hand side, or from the middle

- Next, select your saved Unofficial Transcript and click "Open"

- You will see the that the transcript has uploaded successfully because it will appear in the text box

STEP 3B: *Upload Unofficial Transcript to your Application as a Non-SBCC Student*

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on "Choose File" to select your saved PDF of your Unofficial Transcript from location in which you saved it
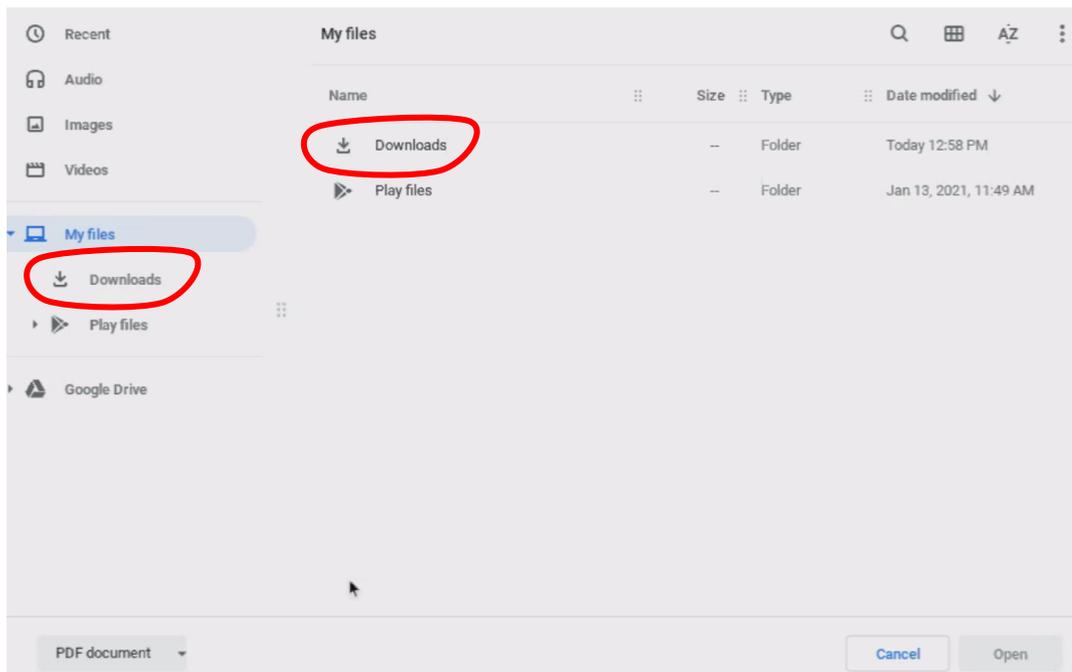

- You will see the screen below – Select the "Downloads" folder from the left hand side, or from the middle

- Next, select your saved Unofficial Transcript and click "Open"

- You will see the that the transcript has uploaded successfully because it will appear in the text box