# Instructions for obtaining, saving, and printing your unofficial transcript.
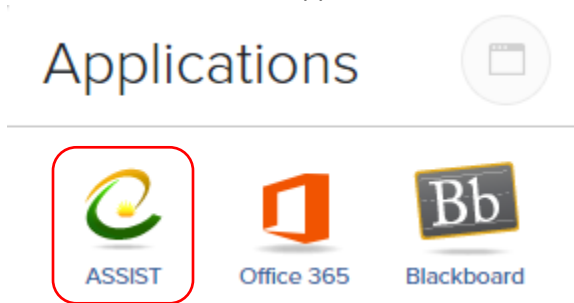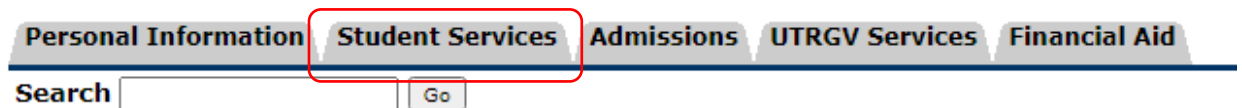
1) Open Chrome browser (preferred).

2) Log into https://my.utrgv.edu

3) Select **ASSIST** from the Applications box.



4) Select the **Student Services** Tab



5) Select **Student Records**

6) Select the option for Academic Record

## Student Records

View Holds
Final Grades
Academic Record
Request Official Transcript
Course Catalog
Class Schedule
View Student Information
Registration History
Apply to Graduate
View Application To Graduate
View TSI and Texas Core Status
DegreeWorks - Undergraduates
Course Evals (coming soon)

7) Ensure correct record level and record type and select Submit.

## Student Academic Record

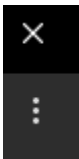Select the record level and record type
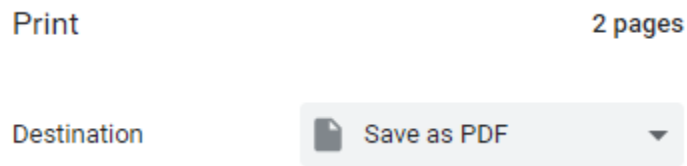
Undergraduate ⌄

Unofficial Transcript ⌄

Submit

## For Downloading, Saving and Printing

1) Open your browser menu (for Chrome, it is 3 dots) and select **Print**.

×

⋮

2) A new window will open. In the destination field select **Save as PDF**.

Print                                    2 pages

Destination          📄 Save as PDF          ▼

3) Select **Save**.

Save    Cancel

4) Find where you want the document saved and select **Save**.

5) To print, open your saved document as normal and print.