

## View Student's Unofficial Transcript in Self-Service (For Faculty and Advisors)

1. Login to Self-Service using your LSUA credentials.
2. Hover your mouse over **Advising** and select **Manage Advisees**.



3. From the List drop down, select **All Students**.

### Manage Advisees

List: All students  [Advanced Search](#)

4. In the search box, type the student's ID, first, **OR** last name.
  - a. If you want to search by multiple criteria, click **Advanced Search**. In Advanced Search you can add the first and last name and get more specific with your search.

### Manage Advisees

List: All students  [Advanced Search](#)

### Advanced Search

Filter: Select...

Period

Year/Term: Select... Session: Select...

**Name**

Last name: doe Last name prefix:

First name: jane Middle name:

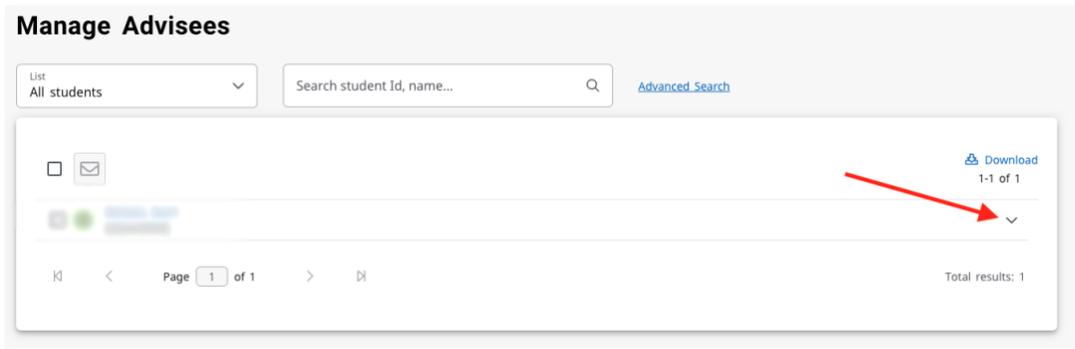
Id:

Advisor

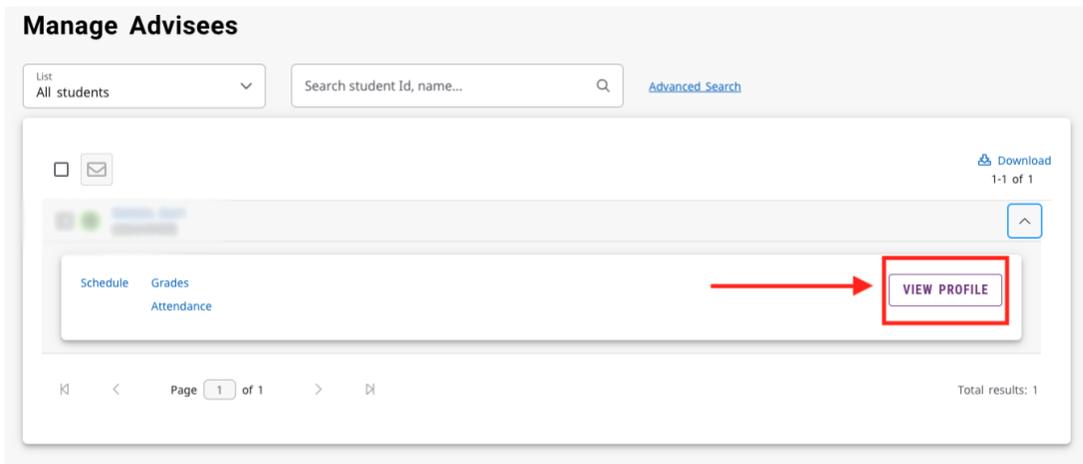
Name: Select...

Retrieve all

5. After clicking Search, a list of students will display. Click the down arrow next to the student's name.



6. Select **View Profile**.



7. On the student's profile, click **Unofficial Transcript** to view/print a transcript.

