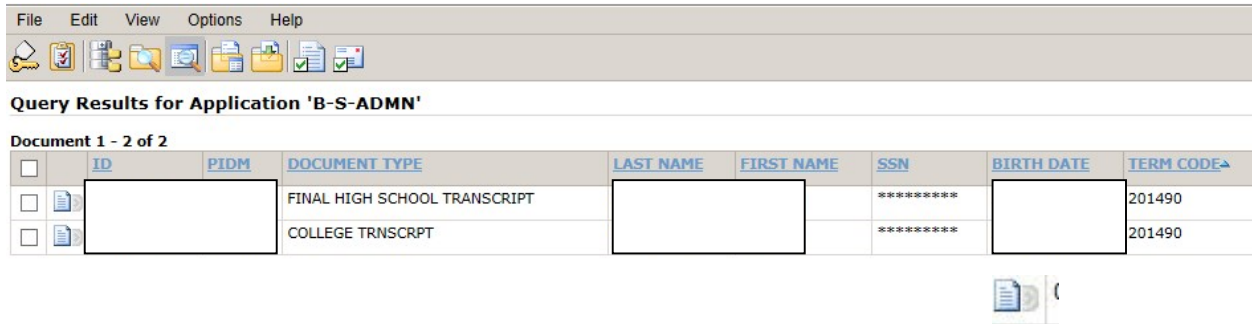**<u>Instructions for Viewing Transcripts and Transfer Credits</u>**

To View a Student's High School of College transcript

Step 1: In INB, on the SFAREGS form enter the term and the student's ID. Click on the BDM – Display

Document icon on your ribbon menu. [icon]

Step 2: Another window will open to provide you with a list of all transcripts that have been electronically scanned for the student.

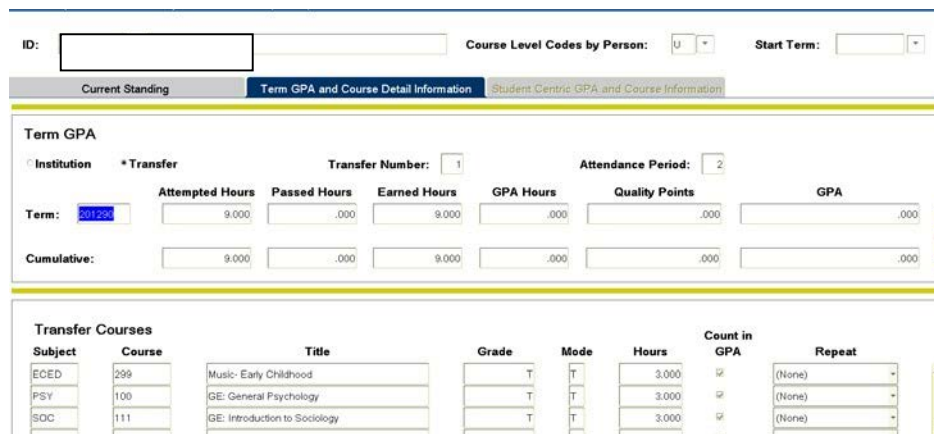Step 3: Click on the Open Document icon for the transcript you would like to view.

Step 4: The student's transcript will open.

To View a Student's Transfer Credit

Once the evaluation is completed, transfer credits are moved to a student's ESU transcript. You can view transfer credits in INB on the SHATERM form. Transfer credits cannot be accessed via the myESU portal (SSB) on a student's transcript or in DegreeWorks until the student is registered for the semester.

Step 1: From the SHATERM form enter the student's ID and Course Level (U for Undergraduate). Leave the Start Term field blank. Click on the Next Block icon.

Step 2: Select the Term GPA and Course Detail Information tab. You will need to use the vertical scroll bar in the Term GPA block to view courses in different terms.

To obtain a copy of the student's Transfer Credit Evaluation (TCE) worksheet, please contact the Transfer Center.

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