**Process:** To view and print a student’s unofficial transcript in the myUK web portal.

**Role:** Authorized Personnel  
**Frequency:** When Needed

### Entering the myUK Portal

Open the portal through the web address:

https://myuk.uky.edu/irj/portal

Log on using your AD or MC account and password.

Please note your password is the same as the password you use to check your UK e-mail account.

Click Log On.

You will be taken to the myUK welcome page.

**myUK Portal**

The Hello screen will display.

Click on the **Student Administration** tab at the top of the screen.

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The following tools to help you are on the myHelp website.

- Course Material
- Transaction Procedures
- Transaction Simulations
- Online Feedback Form

http://myhelp.uky.edu/
Advising Services Overview

On the Hello Faculty screen, click on tab for **Advising Services**.

The **Advising Services Overview** panel will be displayed on the left side of the screen.

Click on folder called **Advisee Record**.

Click on the link **Advisee Record**.

Advising Services Overview

If you are assigned to students as an academic advisor, a list of your students will automatically be displayed below the search box.

To open a student’s record, simply click on the student’s name.
Find a Student

To view the record for a student whose name does not appear on your assigned list, you may conduct a search.

Enter your search criterion in the **Find a Student** search box and click **Search**.

A list of students who match your search criterion will be displayed.

Click in the radio box to select the student whose record you wish to display and click **Next** to bring up the student’s record.

View or Print an Unofficial Transcript

Click the **Unofficial Transcripts** tab.

This will open a window which provides a link to **View Unofficial Transcript**.

Click this link to open.
This will open the student’s transcript as a PDF document.

Note: You must have Adobe Acrobat Reader installed on your computer, which may be downloaded free of charge at [www.adobe.com](http://www.adobe.com).

Searching for Another Student

To leave this student record and view another student’s data, click the **Start Over** icon.

This will take you back to the main screen.
To move to another feature in the portal, click on the appropriate selection.

To exit the portal, click on the Log Off link in the upper-right corner of the portal screen.