

# Quick Reference Card - Basic

## Unofficial Transcripts in myUK Portal



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

**Role:** Authorized Personnel

**Frequency:** When Needed

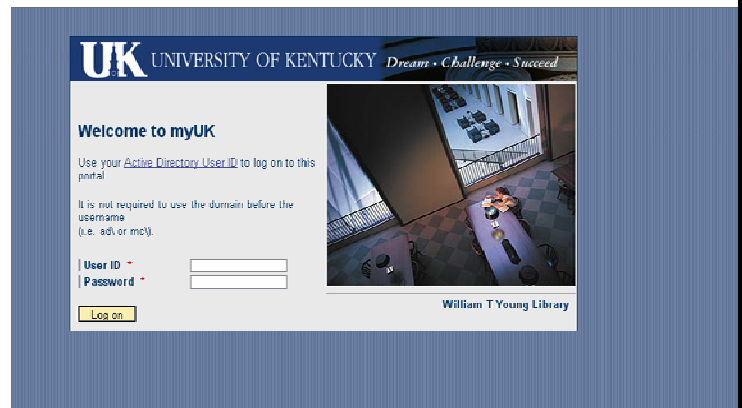
### Entering the myUK Portal

Open the portal through the web address:

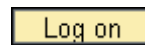
<https://myuk.uky.edu/irj/portal>

Log on using your AD or MC account and password.

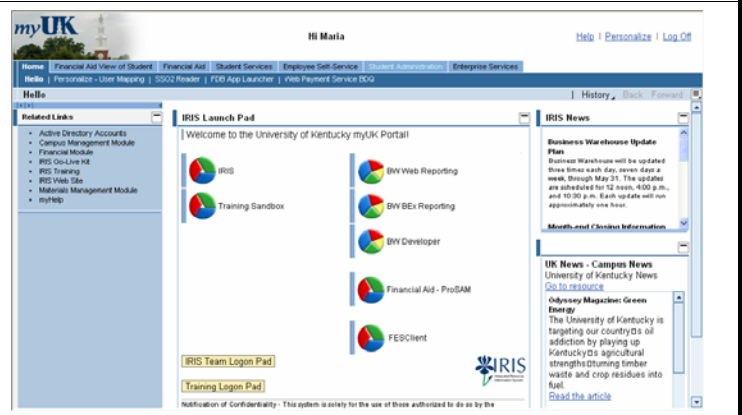
Please note your password is the same as the password you use to check your UK e-mail account.



Click **Log On**.



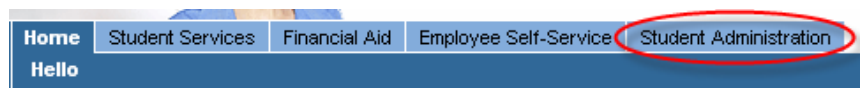
You will be taken to the myUK welcome page.



### myUK Portal

The Hello screen will display.

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



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

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

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## Unofficial Transcripts in myUK Portal



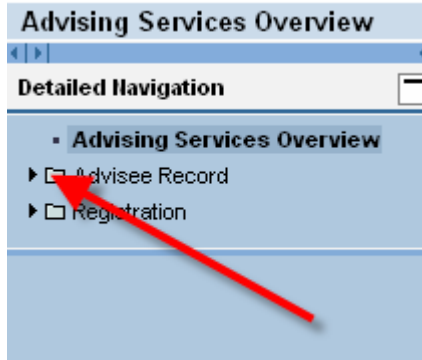
### Advising Services Overview

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

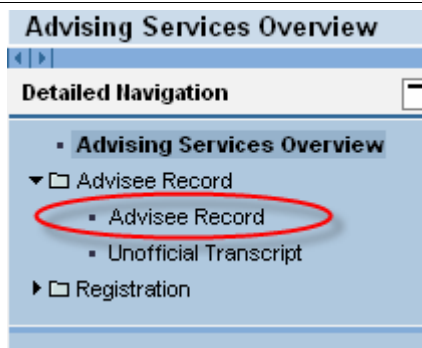


The **Advising Services Overview** panel will be displayed on the left side of the screen.

Click on folder called **Advisee Record**.



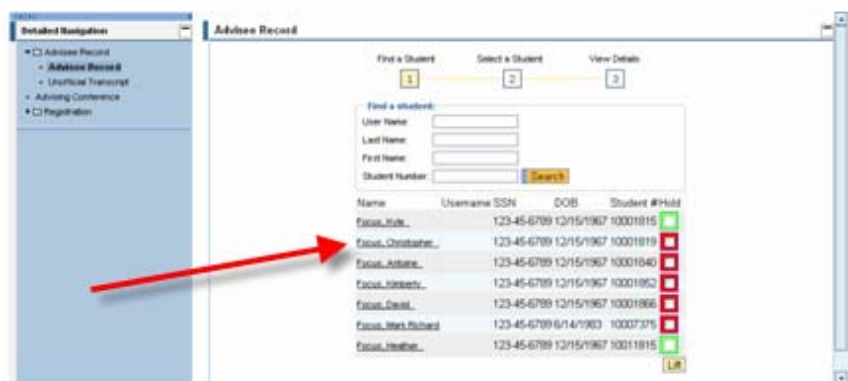
Click on the link **Advisee Record**.



### Advisee Record

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.



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

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

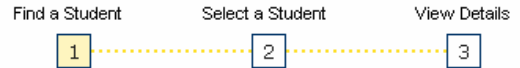
<http://myhelp.uky.edu/>

## 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**.

### Advisee Record



**Find a student:**

User Name:

Last Name:

First Name:

Student Number:

**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.

### Select a student:

	Full Name	User Name	Date of Birth	Privacy Flag
<input checked="" type="radio"/>	Derek Henry Pitt		04-15-1987	Data Privacy Warning (FERPA)
<input type="radio"/>	Eric Pitt		04-08-1987	
<input type="radio"/>	Kylie Pitt		07-18-1980	
<input type="radio"/>	DEREK PITT		00-00-0000	

**Next**

## View or Print an Unofficial Transcript

Click the **Unofficial Transcripts** tab.

Derek Henry Pitt's details

Schedule | Address | Stops | **Unofficial Transcripts** | Program\_Of\_Study | Graduation\_Date

[View Unofficial Transcript](#)

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

Click this link to open.

Advisee Record

Find a Student | Select a Student | View Details

1 | 2 | 3

**Start Over**

Derek Henry Pitt's details

Schedule | Address | Stops | **Unofficial Transcripts** | Program\_Of\_Study | Graduation\_Date

[View Unofficial Transcript](#)

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

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<http://myhelp.uky.edu/>

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).*

## UNOFFICIAL

NAME: Pitt, Derek Henry  
 STUDENT ID#: 007784  
 STUDENT NUMBER: 0007784  
 PRINT DATE: 02/11/2007 PAGE NUMBER: 1 of 1

\*\*\*\* NO FURTHER ENTRIES THIS PAGE \*\*\*\*

ISSUED TO:

REQUESTED BY: Derek Henry Pitt  
 Undergraduate Academic Record

SCHOOLS ATTENDED  
 Secondary School:  
 St Andrew High School

TEST SCORES:

ACT	ENGL	WRTG	READ	SCINR	COMP	CALCOM
04/01/2006	030	030	032	031	032	031

UNOFFICIAL TRANSCRIPT

**2005 fall semester**

PROGRAM	COURSE	GRADE	CREDIT	GRADE POINTS
INTRO OF ENGINEERING	ENR 101	A	3.0	9.0
AGRICULTURE & AGRICULTURAL SCIENCES	AGS 101	A	3.0	9.0
GENERAL CHEMISTRY I	CHM 101	A	3.0	9.0
GENERAL CHEMISTRY II	CHM 102	A	3.0	9.0
STATISTICS	STA 201	A	3.0	9.0
WORLD HISTORY	WHS 101	A	3.0	9.0
WORLD HISTORY	WHS 102	A	3.0	9.0
WORLD HISTORY	WHS 103	A	3.0	9.0
WORLD HISTORY	WHS 104	A	3.0	9.0
WORLD HISTORY	WHS 105	A	3.0	9.0
WORLD HISTORY	WHS 106	A	3.0	9.0
WORLD HISTORY	WHS 107	A	3.0	9.0
WORLD HISTORY	WHS 108	A	3.0	9.0
WORLD HISTORY	WHS 109	A	3.0	9.0
WORLD HISTORY	WHS 110	A	3.0	9.0
WORLD HISTORY	WHS 111	A	3.0	9.0
WORLD HISTORY	WHS 112	A	3.0	9.0
WORLD HISTORY	WHS 113	A	3.0	9.0
WORLD HISTORY	WHS 114	A	3.0	9.0
WORLD HISTORY	WHS 115	A	3.0	9.0
WORLD HISTORY	WHS 116	A	3.0	9.0
WORLD HISTORY	WHS 117	A	3.0	9.0
WORLD HISTORY	WHS 118	A	3.0	9.0
WORLD HISTORY	WHS 119	A	3.0	9.0
WORLD HISTORY	WHS 120	A	3.0	9.0
WORLD HISTORY	WHS 121	A	3.0	9.0
WORLD HISTORY	WHS 122	A	3.0	9.0
WORLD HISTORY	WHS 123	A	3.0	9.0
WORLD HISTORY	WHS 124	A	3.0	9.0
WORLD HISTORY	WHS 125	A	3.0	9.0
WORLD HISTORY	WHS 126	A	3.0	9.0
WORLD HISTORY	WHS 127	A	3.0	9.0
WORLD HISTORY	WHS 128	A	3.0	9.0
WORLD HISTORY	WHS 129	A	3.0	9.0
WORLD HISTORY	WHS 130	A	3.0	9.0
WORLD HISTORY	WHS 131	A	3.0	9.0
WORLD HISTORY	WHS 132	A	3.0	9.0
WORLD HISTORY	WHS 133	A	3.0	9.0
WORLD HISTORY	WHS 134	A	3.0	9.0
WORLD HISTORY	WHS 135	A	3.0	9.0
WORLD HISTORY	WHS 136	A	3.0	9.0
WORLD HISTORY	WHS 137	A	3.0	9.0
WORLD HISTORY	WHS 138	A	3.0	9.0
WORLD HISTORY	WHS 139	A	3.0	9.0
WORLD HISTORY	WHS 140	A	3.0	9.0
WORLD HISTORY	WHS 141	A	3.0	9.0
WORLD HISTORY	WHS 142	A	3.0	9.0
WORLD HISTORY	WHS 143	A	3.0	9.0
WORLD HISTORY	WHS 144	A	3.0	9.0
WORLD HISTORY	WHS 145	A	3.0	9.0
WORLD HISTORY	WHS 146	A	3.0	9.0
WORLD HISTORY	WHS 147	A	3.0	9.0
WORLD HISTORY	WHS 148	A	3.0	9.0
WORLD HISTORY	WHS 149	A	3.0	9.0
WORLD HISTORY	WHS 150	A	3.0	9.0
WORLD HISTORY	WHS 151	A	3.0	9.0
WORLD HISTORY	WHS 152	A	3.0	9.0
WORLD HISTORY	WHS 153	A	3.0	9.0
WORLD HISTORY	WHS 154	A	3.0	9.0
WORLD HISTORY	WHS 155	A	3.0	9.0
WORLD HISTORY	WHS 156	A	3.0	9.0
WORLD HISTORY	WHS 157	A	3.0	9.0
WORLD HISTORY	WHS 158	A	3.0	9.0
WORLD HISTORY	WHS 159	A	3.0	9.0
WORLD HISTORY	WHS 160	A	3.0	9.0
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WORLD HISTORY	WHS 168	A	3.0	9.0
WORLD HISTORY	WHS 169	A	3.0	9.0
WORLD HISTORY	WHS 170	A	3.0	9.0
WORLD HISTORY	WHS 171	A	3.0	9.0
WORLD HISTORY	WHS 172	A	3.0	9.0
WORLD HISTORY	WHS 173	A	3.0	9.0
WORLD HISTORY	WHS 174	A	3.0	9.0
WORLD HISTORY	WHS 175	A	3.0	9.0
WORLD HISTORY	WHS 176	A	3.0	9.0
WORLD HISTORY	WHS 177	A	3.0	9.0
WORLD HISTORY	WHS 178	A	3.0	9.0
WORLD HISTORY	WHS 179	A	3.0	9.0
WORLD HISTORY	WHS 180	A	3.0	9.0
WORLD HISTORY	WHS 181	A	3.0	9.0
WORLD HISTORY	WHS 182	A	3.0	9.0
WORLD HISTORY	WHS 183	A	3.0	9.0
WORLD HISTORY	WHS 184	A	3.0	9.0
WORLD HISTORY	WHS 185	A	3.0	9.0
WORLD HISTORY	WHS 186	A	3.0	9.0
WORLD HISTORY	WHS 187	A	3.0	9.0
WORLD HISTORY	WHS 188	A	3.0	9.0
WORLD HISTORY	WHS 189	A	3.0	9.0
WORLD HISTORY	WHS 190	A	3.0	9.0
WORLD HISTORY	WHS 191	A	3.0	9.0
WORLD HISTORY	WHS 192	A	3.0	9.0
WORLD HISTORY	WHS 193	A	3.0	9.0
WORLD HISTORY	WHS 194	A	3.0	9.0
WORLD HISTORY	WHS 195	A	3.0	9.0
WORLD HISTORY	WHS 196	A	3.0	9.0
WORLD HISTORY	WHS 197	A	3.0	9.0
WORLD HISTORY	WHS 198	A	3.0	9.0
WORLD HISTORY	WHS 199	A	3.0	9.0
WORLD HISTORY	WHS 200	A	3.0	9.0

\*\*\* END OF UNDERGRADUATE ACADEMIC RECORD \*\*\*

### 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.

The screenshot shows the 'Advisee Record' page for Derek Henry Pitt. At the top, there are navigation tabs: Home, Student Services, Financial Aid, Employee Self-Service, Student Administration, and Advising Services. Below this, there's a search bar with 'Find a Student', 'Select a Student', and 'View Details' buttons. A red arrow points to a 'Start Over' button which is circled in red. Below the search bar, there's a section for 'Derek Henry Pitt's details' with tabs for Schedule, Address, Stops, Unofficial Transcripts, Program Of Study, and Graduation Date. Under the 'Stops and Holds' section, it says 'There is one hold.' and shows a table with columns for Stop Type, Contact Info, and Date. The table contains one entry: 'Young Library Hold - Young Library Hold 2007-02-12'. Below the table is a 'Lift Advising Hold' button.

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

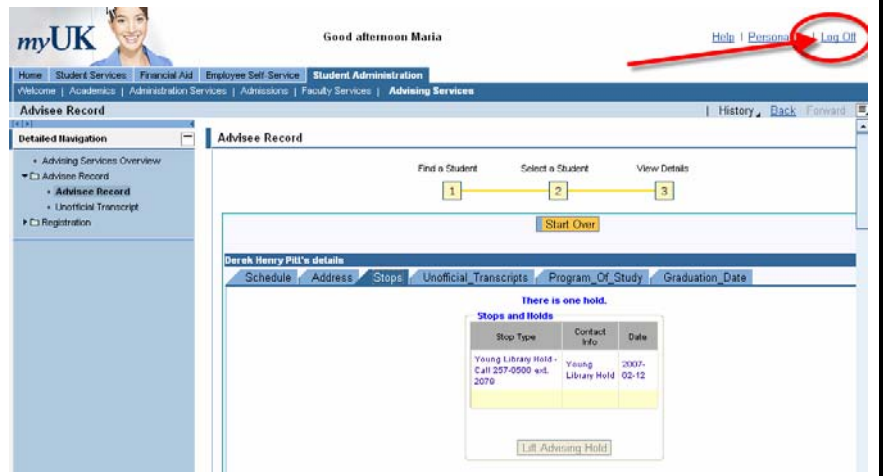
[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

## Logging Off

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.



The screenshot shows the myUK portal interface. At the top right, the user is logged in as 'Good afternoon Maria'. In the upper right corner, there are links for 'Help', 'Personal', and 'Log Off'. The 'Log Off' link is circled in red with a red arrow pointing to it. The main content area displays 'Advisee Record' for 'Derek Henry Pitt's details', including a 'Stops and Holds' table.

Stop Type	Contact Info	Date
Young Library Hold - Call 237-6900 ext. 2070	Young Library Hold	2007-02-12

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