View an Unofficial Transcript

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the Academic Records tile.

1. Click on View Unofficial Transcript
2. Confirm “Unofficial Transcript” is selected in the Report Type dropdown
   Click Submit

3. The Unofficial Transcript will open in a separate tab.
   Note: Make sure to allow pop-ups in order for the transcript to open.

4. This page may be printed using the print icon on the browser toolbar.