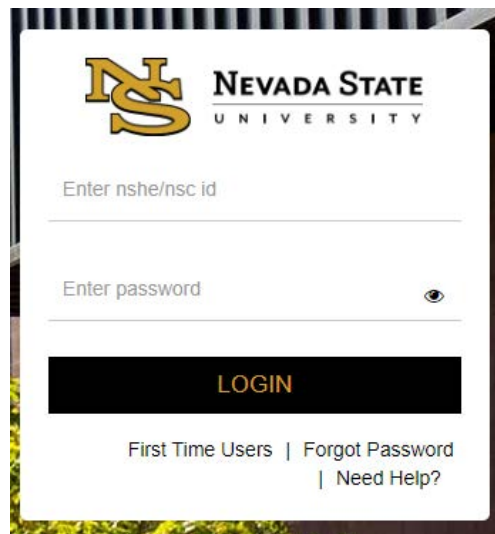


## Printing Unofficial Transcripts through MyNevadaState portal

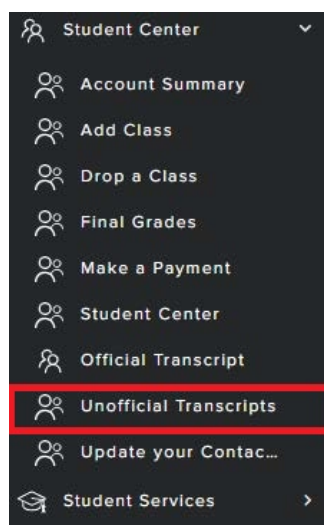
1. In the address field, type **www.nevadastate.edu**. Click “MyNevadaState” found on the top right corner of the screen.



2. Log on with your NSHE ID and password.



3. On the Left hand side click on Student Center, then **Unofficial Transcript**.



4. Assure that **Nevada State University** is the Academic Institution. Report type needs to be set as **Unofficial Transcript**. Select **View Report**.

Search Plan Enroll My Academics

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View Unofficial Transcript

Choose an institution and report type and press View Report

**\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***

Academic Institution: Nevada State University  
 Report Type: Unofficial Transcript

Click after inputting information from the left:

View Report

Information For Students

5. Once your request has completed processing, your unofficial transcript will display in PDF format.

**Unofficial - Undergraduate Career**

Name:  
Student ID:

**Beginning of Undergraduate Record  
1997 Fall**

Program:		Non-Degree/Certification		Att.	Earned	GPA	Points
Plan:		Personal Enrichment Preparation					
		1997 Fall					
Course	Description	Att.	Earned	GPA	Points		
ENG 101	Composition I	3.00	3.00	A	11.100		
Grading Basis:	Letter Grades						
MATH 124	College Algebra	3.00	3.00	B	9.000		
Grading Basis:	Letter Grades						
Term GPA	3.35	Term Tot	6.00	6.00	6.000	20.100	
Cum GPA	3.35	Cum Tot	6.00	6.00	6.000	20.100	
Academic Standing Effective 09/02/1997: Good Standing							

End of Unofficial - Undergraduate Career

**\*\*Note: You may need to disable the pop-up blocker on your web browser \*\***

