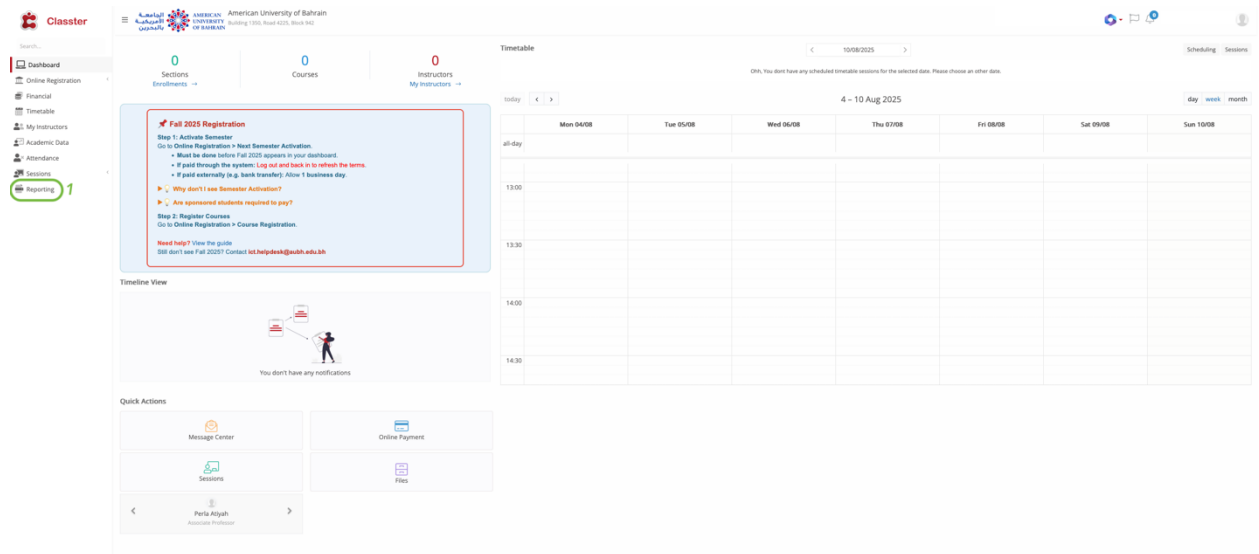
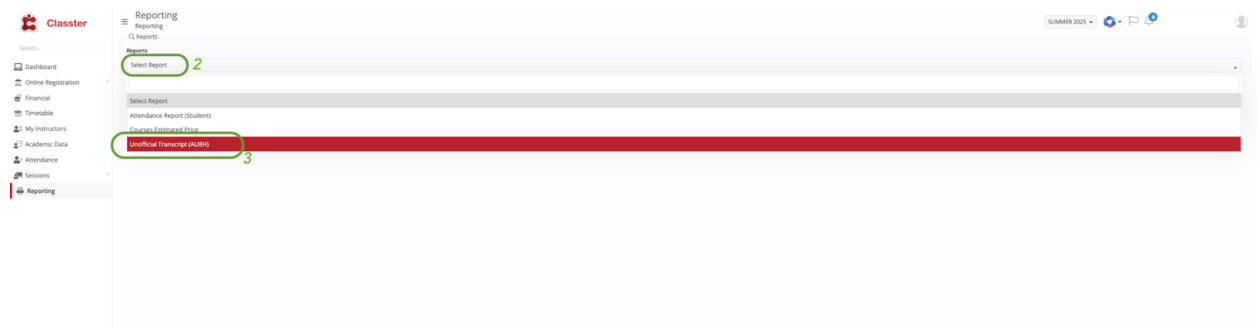


How to view your Unofficial Transcript in Student Portal:

- 1) When you log in to the student portal, click on “Reporting” on the left side of the screen



- 2) Click on “Select Reports” drop down list
- 3) Choose “Unofficial Transcript (AUBH)”



- 4) If you have multiple programs in AUBH, choose one then click on “Preview Report” and the report will be generated and show up as shown below

The screenshot shows the Classter Reporting interface. On the left is a sidebar with navigation links: Dashboard, Online Registration, Financial, Timetable, My Instructors, Academic Data, Attendance, Sessions, and Reporting. The main area displays the 'Reporting' section with a search bar and a dropdown menu for 'Unofficial Transcript (AUBH)'. Below this is a 'Preview Report' button. The report itself is titled 'Unofficial Transcript' and is Page 1 of 1. It includes student information: Student ID, Status: Registered, Original Start Term: FALL 2024, and Current Program. Below this is a table for the term 'FALL 2024' (01/09/2024-16/01/2025) showing courses attempted, credits earned, and grades.

NGF Level	Course Code	Course Description	Credits Attempted	Credits Earned	Grade
5	COSC 101	Introduction to Computing	3.00		
5	ARHG 107	Global Human Rights [ARHG 107]	2.00		
5	ENGL 101	Composition I	3.00		
4	MATH 098	Pre-Algebra	0.00		

- 5) Click on “Export” and choose the report format, if you want to download the report

This screenshot is similar to the previous one but includes an 'Export' button in the top right corner. A dropdown menu is open from the 'Export' button, showing options: Export to CSV, Export to PDF, Export to Excel, and Export to Word. The report content is identical to the previous screenshot.

The report is only for personal use, it will show all the terms you finished and the courses you had with their grades and gpa and cumulative gpa, credits/term and credits in total ...