

To get your Unofficial Transcripts follow the steps below.

1. Click on the link <https://selfservice.ursinus.edu/Student>
2. Enter your **Username** and click '**Continue**'



The screenshot shows a 'Sign In' form with a 'User name' input field and a 'Continue' button. A blue box highlights the 'Continue' button.

3. Click on **Forgot your password**



The screenshot shows the 'Sign In' form with 'User name' (containing 'username') and 'Password' (containing '.....') fields. A red arrow points to the 'Forgot your password?' link.

4. Enter **Username** and personal **email address** registered in Self-Service

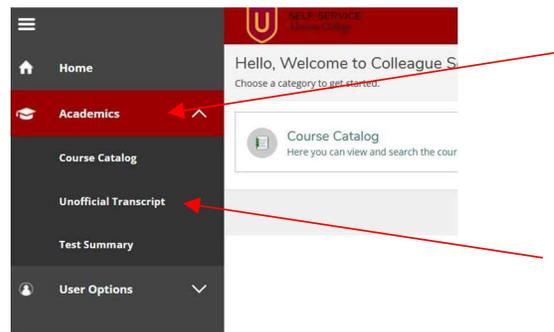


The screenshot shows the 'Forgot Password' page with the Ursinus College logo, a 'Back to Login page' link, an information box, and input fields for 'User Name \*' and 'Email Address \*', followed by a 'Submit' button.

5. If your account can be identified with the supplied email address, follow the directions in the email you receive - similar to the example shown below.



6. Once logged in, select **Academics** -> **Unofficial Transcript**



7. Click the link to download a copy of your transcript



If you have questions or difficulties, please contact Tech Support 610-409-3789 or [TechSupport@ursinus.edu](mailto:TechSupport@ursinus.edu) .