To get your Unofficial Transcripts follow the steps below.

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

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Sign In	
User name	٦
Forgot your <u>user name</u> ?	
Continue	

3. Click on Forgot your password

Sign In	
User name	
username	
Password	
Forgot your <u>password</u> ?	
Sign In	

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

U Ursinus College	
Forge	ot Password
(i)	Enter the following information. If your account can be identified, an email will be sent with instructions on how to reset your password.
User Na	me *
Email Ad	ldress *
SI	ubmit

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.

Self-S	ervice Account Management Response
NR	no-reply@ursinus.edu
'ou requ	ested a password reset for your Self-Service account. Please click the following link to change your current passwor
f you hav	re received this e-mail in error, please contact your system administrator.
leset you	ir password
Uternatio	vely, you may cut and paste the following URL into your browser to access the Reset Password workflow.
TTPS://	selfservice.ursinus.edu:443/Student/Account/ResetPassword?resettoken=1265fb5f7623424

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 <u>TechSupport@ursinus.edu</u>.