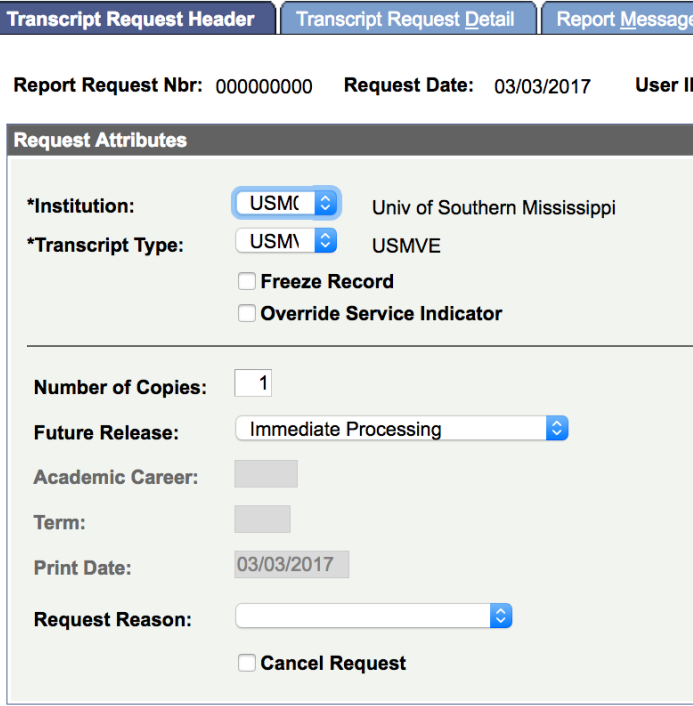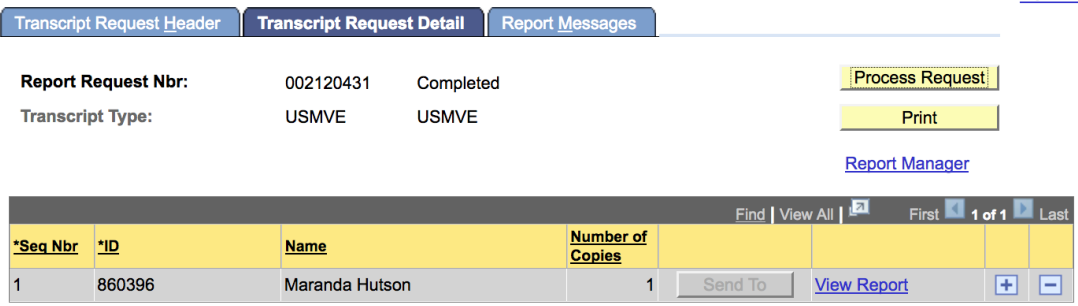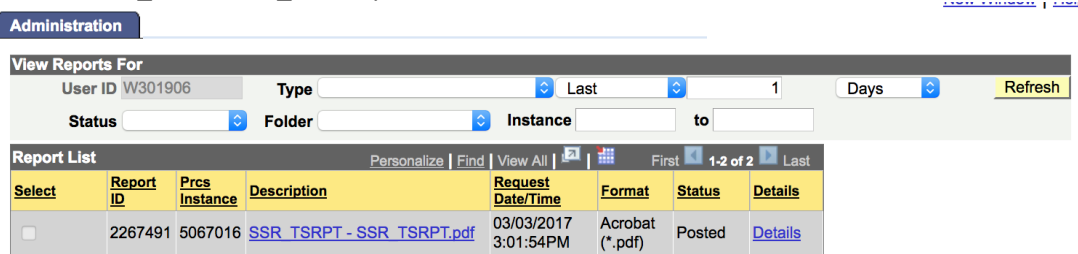# Printing a Transcript

Navigation: Home > Records an Enrollment > Transcripts > Request Transcript Report

Step	Action
1.	Click the **Add a New Value** tab. **Request Transcript Report** Enter any information you have and click Search. Leave fie Find an Existing Value Add a New Value ▼ Search Criteria
2.	Institution: Select USM01
3.	Transcript Type: Select USMVE
4.	Click the **Transcript Request Detail** tab. Transcript Request Header Transcript Request Detail Report Message Report Request Nbr: 000000000 Request Date: 03/03/2017 User II **Request Attributes** *Institution: USM0 Univ of Southern Mississippi *Transcript Type: USMV USMVE ☐ Freeze Record ☐ Override Service Indicator Number of Copies: 1 Future Release: Immediate Processing Academic Career: Term: Print Date: 03/03/2017 Request Reason: ☐ Cancel Request
5.	Enter the ID number.
6.	Press the **Tab** key on your keyboard to verify the student name.
7.	Click the **Process Request** button.
8.	Click the **View Report** link to verify the report.
9.	Click the **Print** button at the top-right of the SOAR page.

Step	Action
10.	Click the **Report Manager** link. Transcript Request Header | **Transcript Request Detail** | Report Messages **Report Request Nbr:** 002120431 Completed [Process Request] **Transcript Type:** USMVE USMVE [Print] Report Manager Find | View All First ◄ **1 of 1** ► Last | *Seq Nbr	*ID	Name	Number of Copies				
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1	860396	Maranda Hutson	1	Send To	View Report	+	−	
11.	Click the Refresh button until "Posted" is displayed in the Status column.
12.	Click the SSR_TSRPT-SSR_TSRPT.pdf link. **Administration** **View Reports For** User ID W301906 Type [ ] Last [ ] 1 Days [ ] [Refresh] Status [ ] Folder [ ] Instance [ ] to [ ] **Report List** Personalize | Find | View All | First ◄ **1-2 of 2** ► Last | Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
---	---	---	---	---	---	---	---
☐	2267491	5067016	SSR_TSRPT - SSR_TSRPT.pdf	03/03/2017 3:01:54PM	Acrobat (*.pdf)	Posted	Details	
13.	NOTE: Transcript displays in a new window, so turn off your pop-up blocker.
14.	End of Process