

# **View Unofficial Transcript Online**

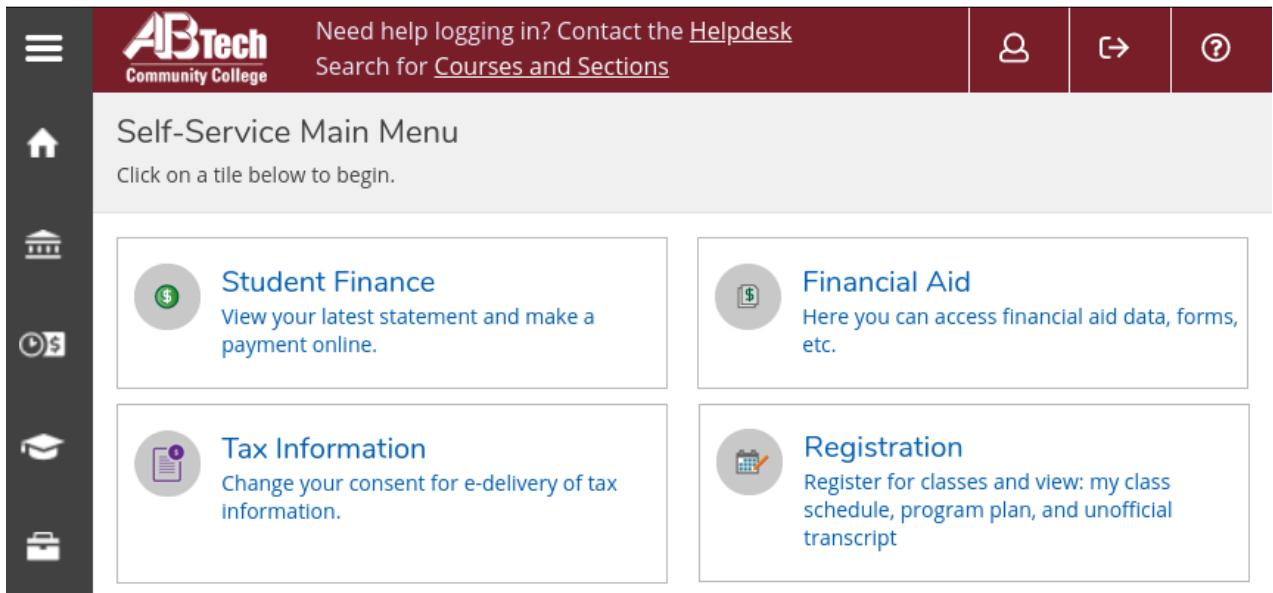
## **Summary**

Step-by-step instructions for viewing an unofficial transcript online in Self-Service

## **Instructions**

1. Go to [abtech.edu](http://abtech.edu), select "Online Services" in the upper-right corner, and select "Self-Service."
2. Log in with your [A-B Tech Microsoft Account](#).
3. If you are using a mobile device, select the menu icon in the top left corner. Click on "Academics" and then select "Unofficial Transcript".

If you are using a computer, select the "Registration" tile from the Self-Service Main Menu.



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Search for [Courses and Sections](#)

Self-Service Main Menu  
Click on a tile below to begin.

-  Home
-  Courses and Sections
-  Financial Aid
-  Registration
-  Student Finance
-  Tax Information

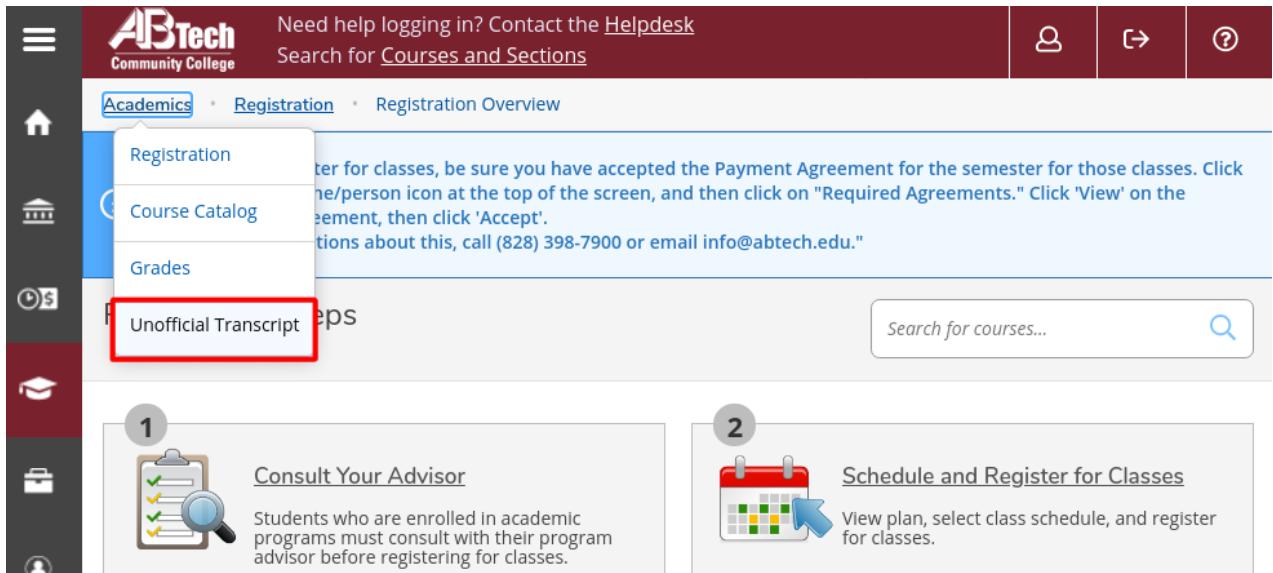
**Student Finance**  
View your latest statement and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Change your consent for e-delivery of tax information.

**Registration**  
Register for classes and view: my class schedule, program plan, and unofficial transcript

4. Click on "Academics" at the top of the page and select "Unofficial Transcript"



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Academics • Registration • Registration Overview

Registration  
Course Catalog  
Grades  
Unofficial Transcript

Registration  
Course Catalog  
Grades  
Unofficial Transcript

Unofficial Transcript

Search for courses...

1  Consult Your Advisor  
Students who are enrolled in academic programs must consult with their program advisor before registering for classes.

2  Schedule and Register for Classes  
View plan, select class schedule, and register for classes.

5. Select the type of unofficial transcript you wish to view. "Curriculum" refers to classes for college credit and "Continuing Education" refers to classes that are *not* for credit.



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

[Curriculum Transcript](#)

[Continuing Education Transcript](#)

6. A dialog box will pop up asking if you wish to save or open the document. Select "Open" to view the transcript *or* select "Save" to save a PDF of your unofficial transcript to your computer.

What should Firefox do with this file?

Open with **Adobe Acrobat Reader DC (default)**

**Save File**

Do this automatically for files like this from now on.

OK

Cancel

## Unofficial Transcripts Requests

If you are not able to access your unofficial transcript in Self-Service, you can request a copy from our Registrar's Office. Keep in mind that this will still be considered an unofficial copy.

To request an unofficial transcript, please email [registrar@abtech.edu](mailto:registrar@abtech.edu) with the information below.

- Full legal name

- Birthdate
- Copy of current, government-issued photo ID (such as a driver's license)

**Key Words:** unofficial transcript, transcript, unofficial, un official transcript, grade, grades, past grades, curriculum transcript, continuing education transcript

Online URL: <https://info.abtech.edu/article.php?id=434>