View Unofficial Transcript Online

Summary

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

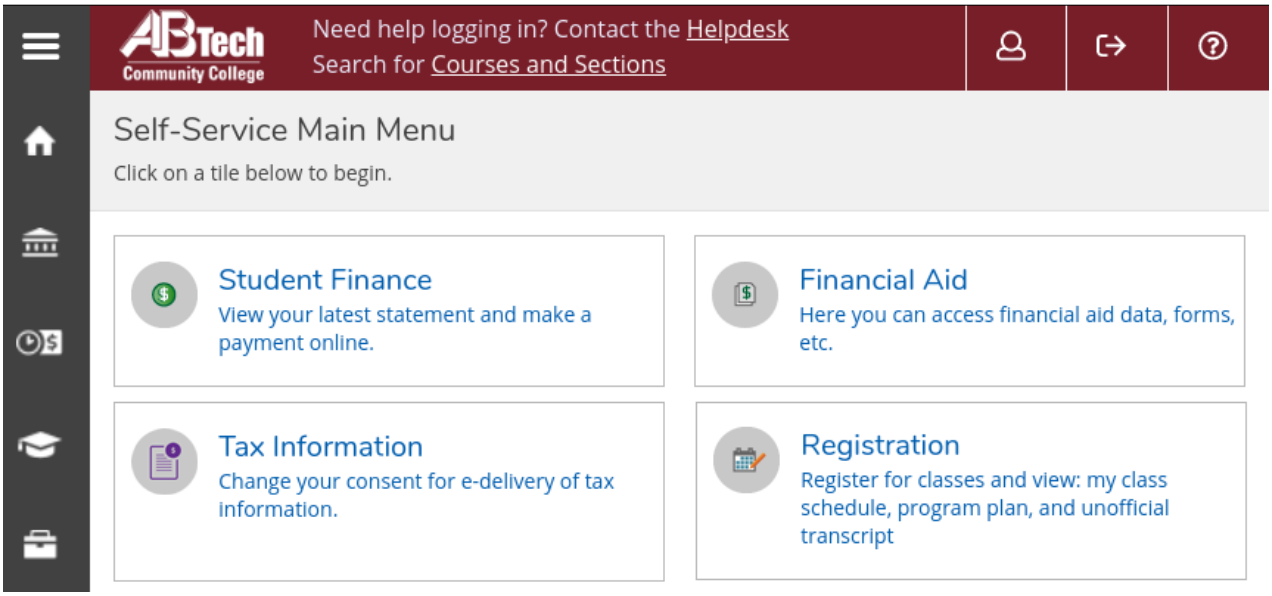
Instructions

1. Go to abtech.edu, select "Online Services" in the upper-right corner, and select "Self-Service."

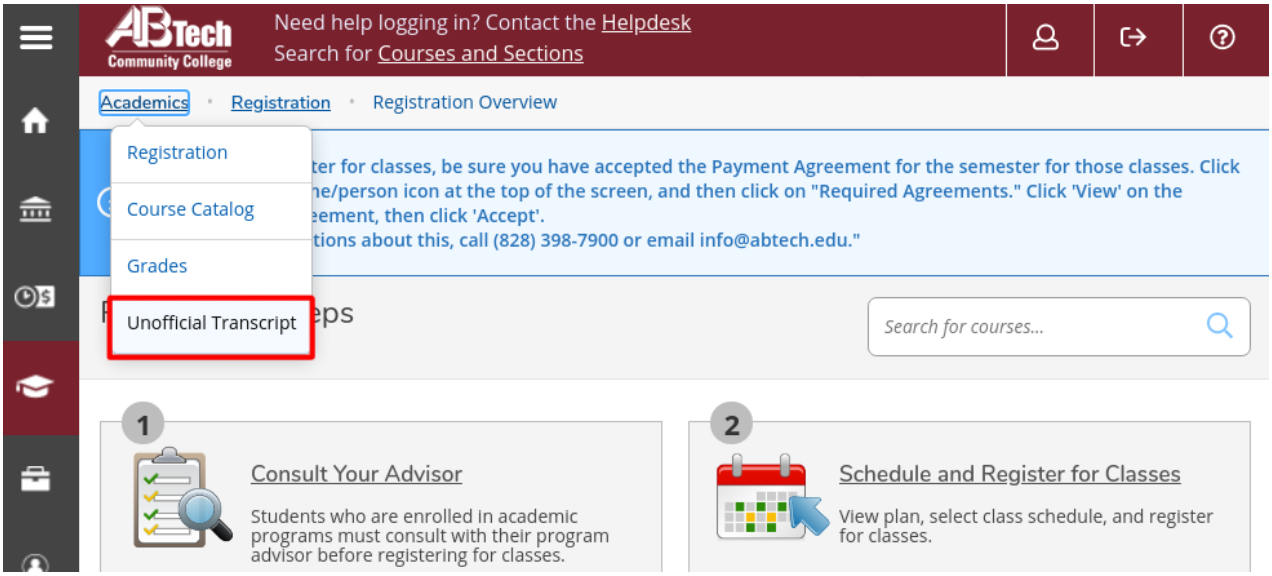
2. Log in with your A-B Tech Microsoft Account.

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.



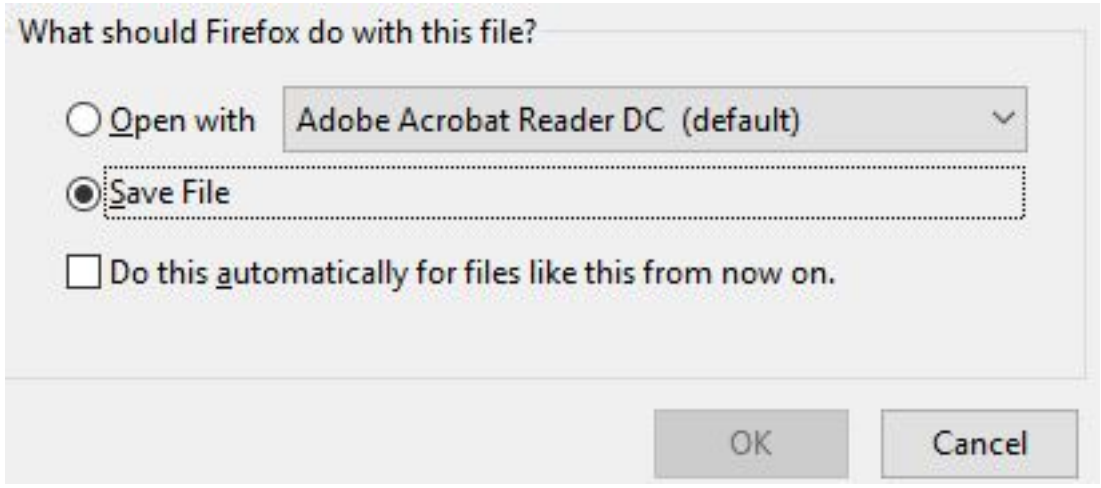
4. Click on "Academics" at the top of the page and select "Unofficial Transcript"



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.



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.



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 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

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