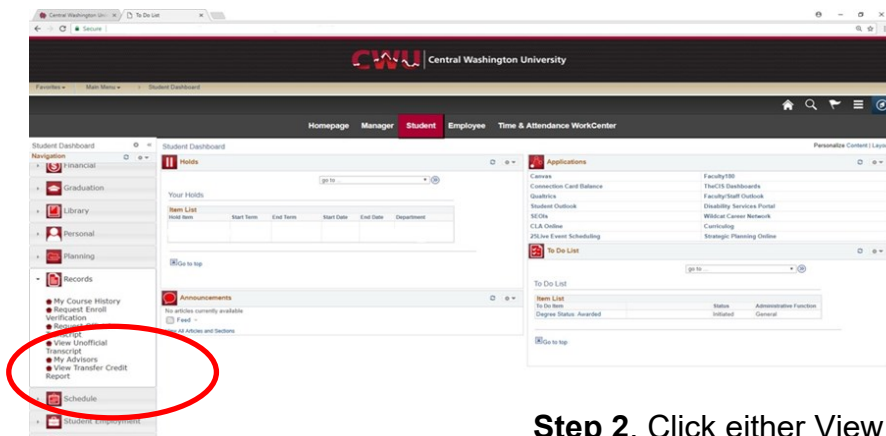


# How to get Official and Unofficial Transcripts

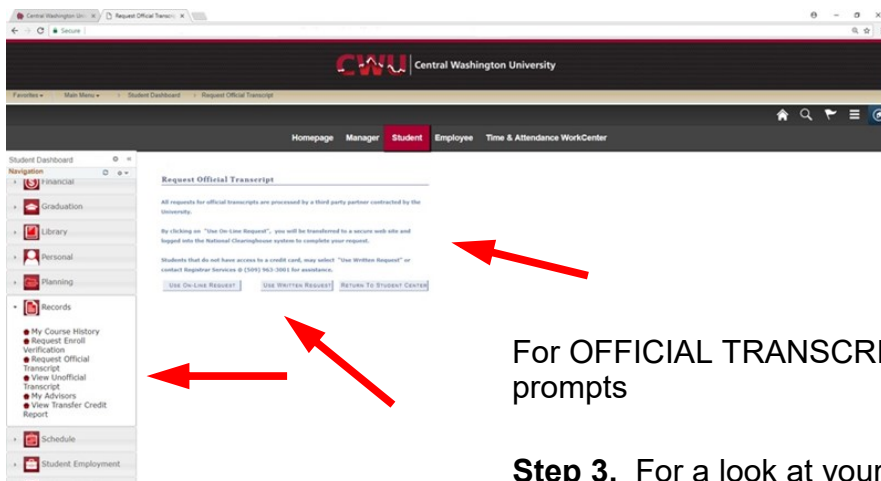
To access official and unofficial transcripts log in to your MyCWU account and follow the prompts or go to

<https://www.cwu.edu/registrar/request-transcripts>

**Step 1.** Click the Records tab

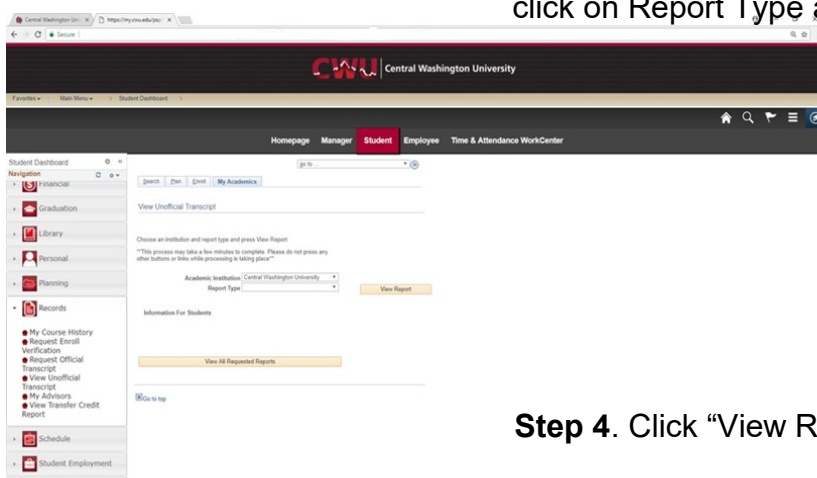


**Step 2.** Click either View Unofficial or Request Official Transcripts



For OFFICIAL TRANSCRIPTS, follow the screen's prompts

**Step 3.** For a look at your UNOFFICIAL transcript, click on Report Type and Click "Unofficial".



**Step 4.** Click "View Report". You can print this report.