

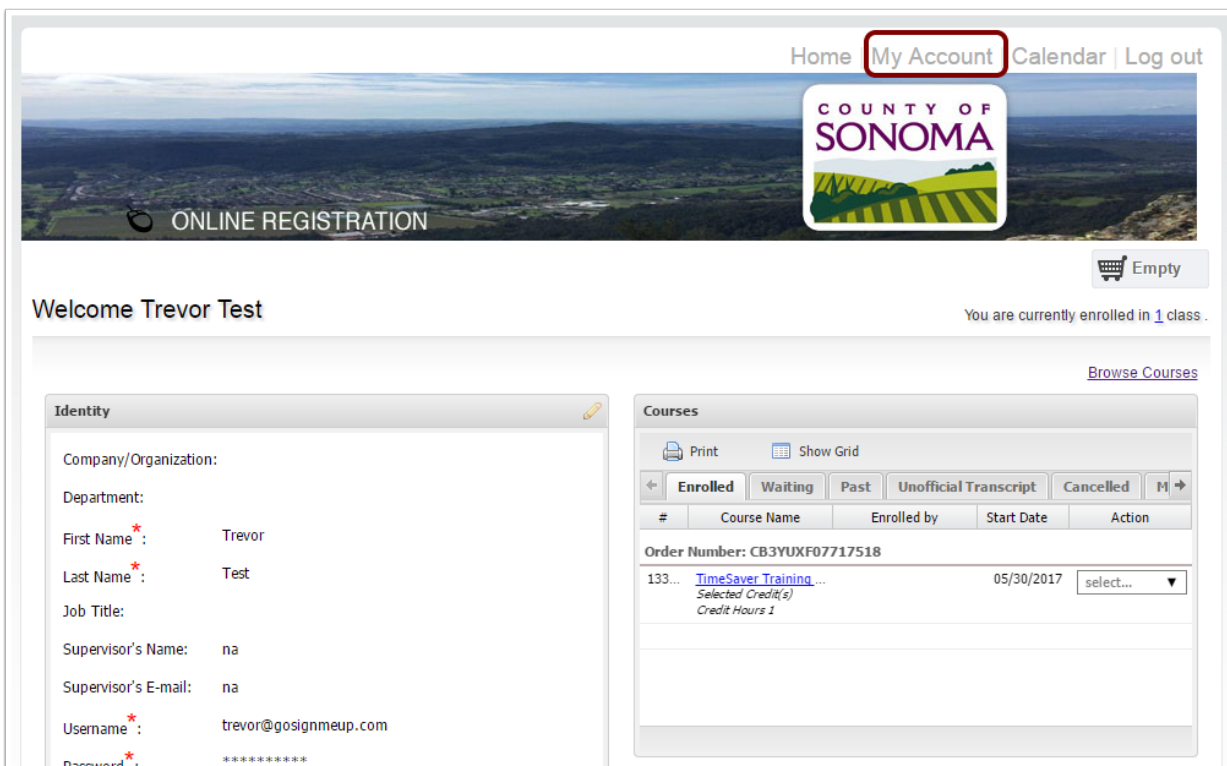
# SCORS: How to View and Print Your Transcript

This guide will show you how to cancel a course from your Student Dashboard.

1) Log in to your account. If you do not remember your username or password, click on one of the reset links.



2) When you log in, you should be directed to your Student Dashboard. You can also open the dashboard at any time by clicking 'My Account'.



3) Look at your Courses view, shown below. Click on the 'Unofficial Transcript' tab to see all courses that SCORS counts as complete.

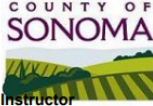
#	Course Name	Enrolled by	Start Date	Action
Order Number: C2IPFZ2947773N7				
9177	<a href="#">Test</a>		05/02/2015	select... ▼
9178	<a href="#">Test 2</a>		05/09/2015	select... ▼
9179	<a href="#">Test 3</a>		05/16/2015	select... ▼

4) To print a PDF of your completed course history and the credits earned, enter in a date range that encompasses all courses you want on the PDF and press 'Print'.

#	Course Name	Enrolled by	Start Date	Action
Order Number: C2IPFZ2947773N7				
9177	<a href="#">Test</a>		05/02/2015	select... ▼
9178	<a href="#">Test 2</a>		05/09/2015	select... ▼
9179	<a href="#">Test 3</a>		05/16/2015	select... ▼

5) The PDF printed should list the courses from the transcript tab, as well as the credits earned for each course and their total.

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### Transcript Report for Anthony Test

Instructor	Completion Date	Credit
Course No.: Test3 Course Name: Test 3	5/16/2015	Credit Hours:0
Course No.: Test2 Course Name: Test 2	5/9/2015	Credit Hours:4
Course No.: Test Course Name: Test	5/2/2015	Credit Hours:0
		Total Credit Hours: 4