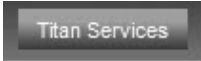


## TITAN WEB Registration System (STUDENTS)

### HELP - How do I...? Get My Unofficial Transcript


Open Internet Explorer browser.

Go to <http://www.uwosh.edu/>. On the upper right side of the webpage, click 'Titan Services' tab.



On the next page, click 'Titan Web'  **Click here**

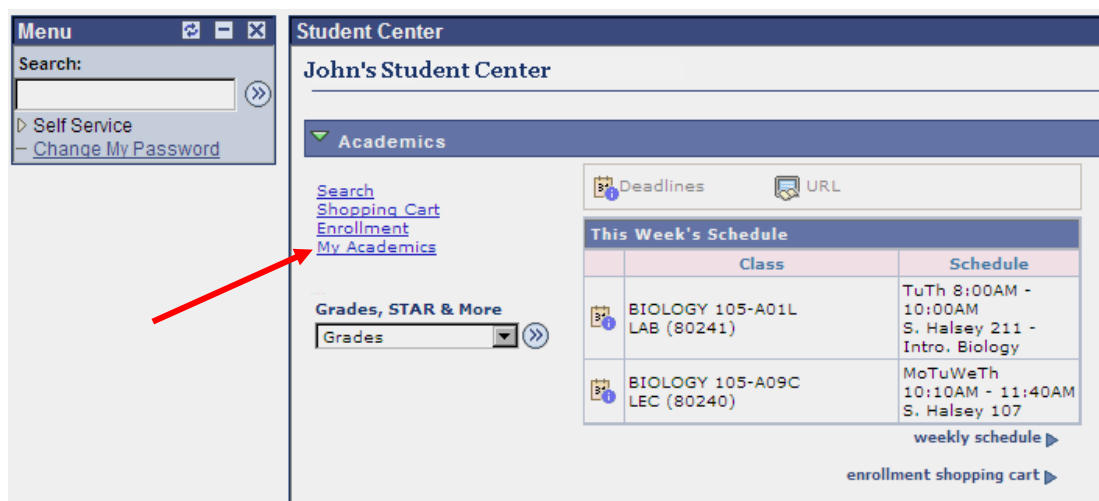
- Titan Mail
- Titan Web
- Titan Files
- Desire2Learn
- Polk Library Resources

On the next page in the left frame, click Titan Web Logo.  Sign in by entering your User ID ('W' plus your 7-digit student ID number) and your Password (*passwords are case sensitive*); click 'Sign In'. If you do not remember/know your student ID number and/or your password, contact the Help Desk at (920) 424-3020.



**Initial Login Only:** When you log in for the first time, you will use your default (assigned) password; your default password is: the first two letters of your first name + the first two letters of your last name + the last four digits of your student ID number. The letters must be UPPERCASE, and there are no spaces between the characters. After your initial login, please change your password.

## Navigation

1. Click on 'My Academics'



The screenshot shows the 'Student Center' interface for 'John's Student Center'. The 'Academics' section is expanded, and the 'My Academics' link is highlighted with a red arrow. The interface includes a search bar, a 'Self Service' menu, and a 'Grades, STAR & More' section. The 'This Week's Schedule' table is also visible.

This Week's Schedule		
	Class	Schedule
	BIOLOGY 105-A01L LAB (80241)	TuTh 8:00AM - 10:00AM S. Halsey 211 - Intro. Biology
	BIOLOGY 105-A09C LEC (80240)	MoTuWeTh 10:10AM - 11:40AM S. Halsey 107

2. Click on **‘View My Unofficial Transcript’**

The screenshot shows the 'My Academics' page with a navigation bar at the top containing 'Search', 'Shopping Cart', 'Enrollment', and 'My Academics'. Below the navigation bar, there are several sections of links:

- Academic Requirements:** [STAR Report](#)
- Advisors:** [View my advisors](#)
- Transfer Credit:** [View my transfer credit report](#)
- Course History:** [View my course history](#)
- Transcript:** [View my unofficial transcript](#) (indicated by a red arrow), [Request official transcript](#)
- Enrollment Verification:** [Request enrollment verification](#)
- Graduation:** [Apply for graduation](#)
- Grades:** [View my grades](#)

3. From the dropdown menu next to ‘Report Type’, choose **‘Unofficial Transcript’**; click on **‘Go’**

The screenshot shows the 'View Unofficial Transcript' page. It includes a navigation bar with 'Search', 'Shopping Cart', 'Enrollment', and 'My Academics'. Below the navigation bar, the page title is 'View Unofficial Transcript'. The main content area contains the following text:

Choose an institution and report type and press go to view your report.  
 \*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*

There are two dropdown menus: 'Academic Institution' (set to 'UW Oshkosh') and 'Report Type' (with 'Unofficial Transcript' selected). A green 'go' button is to the right of the 'Report Type' dropdown. Below these is the text 'Information For Students'. At the bottom of the page, there is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED' with a red arrow pointing to it and the text 'Click here to view previously generated unofficial transcripts.'

**WARNING!** This process may take a few moments to complete. Please do not press any other buttons or links while processing is taking place

**Note:** If you have a hold on your record that impacts transcripts, an unofficial transcript will not be generated and it will state: **“Report not created - negative service indicator exists”**. You may view your holds, by navigating to the ‘Holds’ section of your ‘Home’ page.

If you have recently generated an Unofficial Transcript, you can click ‘View a Report That You Had Previously Requested’. A list of previously requested Unofficial Transcripts will appear; click the report you would like to view.