# **Digitally Print Your Unofficial Marist Transcript**

Mac (OS X)

# **1.** Open your Academic Transcript

- a. Go to <u>http://my.marist.edu</u> and log in
- b. Click Banner Self Service
- c. Click Student
- d. Click Student Records
- e. Click Academic Transcript
- f. Click Submit

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MARIST Self Service Banner	,
Personal Information Student Financial Services Search Go	
Academic Transcript	
👎 This is not an official transcript. Courses which are in progress may also be included on this transcript.	
Transfer Credit Institution Credit Transcript Totals Courses in Progress	
Transcript Data	
STUDENT INFORMATION	
Birth Date:	
Curriculum Information	
Current Program	
Program:	
College:	
Major and Department:	
Major Concentration:	
Minor:	
***Transcript type:WEB Online Transcript is NOT Official ***	

## **2.** Print from the web browser

### Keyboard Shortcuts:

(Windows) Ctrl + P	(Mac) Command [器] + P
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MARIST Self Service Bann	Print.         Ctrl+P         Print           Print preview         File         >           Page setup         Zoom (100%)         >           Safety         >         Add site to Start Screen
Personal Information       Student       Student Financial Services         Search       Search       Search         Academic Transcript       Search       Search	Amange add-ons F12 developer tools Go to pinned sites Internet options About Internet Explorer
This is not an official transcript. Courses which are in progress may also be included on this transcript. Transfer Credit Institution Credit Transcript Totals Courses in Progress Transcript Data STUDENT INFORMATION Birth Date:	
Curriculum Information Current Program Program: College: Major and Department: Major Concentration:	
Minor: ***Transcript type:WEB Online Transcript is NOT Official ***	Internet Explorer 10

#### 3. Print/Save as an XPS or PDF

(Windows)

- a) Select Printer Microsoft XPS Document Printer
- b) Click **Print**

#### æ x General Options Select Printer 🚔 Fax HP Photosmart D110 series 🗹 🖶 Microsoft XPS Document Writer > < Print to file Preferences Status: Ready Location: Fin<u>d</u> Printer... Comment: Page Range Aļ Number of copies: 1 ~ O Selection O Current Page O Pages: 1 Collate 11 22 33 Enter either a single page number or a single page range. For example, 5-12 <u>P</u>rint Cancel <u>A</u>pply

(Mac)

- a) Click *PDF*,
- b) Then *Save as PDF*...



# **4.** Save the file in an appropriate directory (Windows)

File Name: [Last Name] [Semester] [Year] Transcript Save as Type: XPS Document (\*.xps)



(Mac)
Save As: [Last Name] [Semester] [Year] Transcript.pdf

Save As:	[Last Name] [Semester] [Year] Transcript.pdf	
Where:	Documents	\$
Title:		
Author:		
Subject:		
Keywords:		
	Security Options	