Generate Unofficial Transcript

This quick reference guide (QRG) provides instruction on how to get a copy of your unofficial transcript in Workday. If you need an official transcript, please follow the process outlined in Request Official Transcript QRG or use your institution's guidelines if they use a third-party for official transcripts.

To generate an unofficial transcript, complete the following steps.

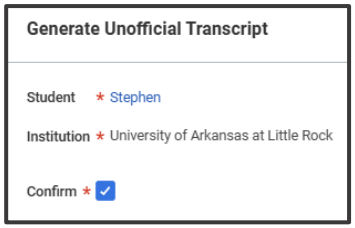
GENERATE UNOFFICIAL TRANSCRIPT

From the Workday Home page:

1. Type and select 'Generate Unofficial Transcript' in the search bar.

The *Generate Unofficial Transcript* screen displays.

2. If you have attended more than one University of Arkansas institution, select the institution for which you wish to generate an unofficial transcript from the **Institution** dropdown list. If you have only attended one University of Arkansas institution, the field should automatically populate for you.
3. Check **Confirm**.



4. Click **OK**.
5. Click **Notify Me Later**.

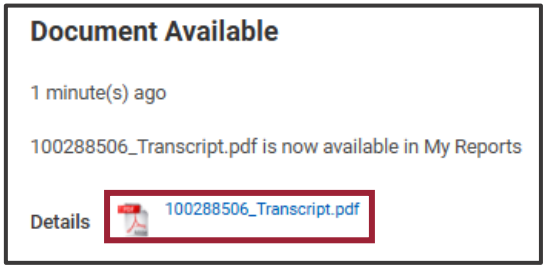


Note: This request generally populates within minutes, but the time can vary. If you are not alerted after a few minutes, refresh your page.

6. Click the **Notifications** icon at the top right of the page when the red number alert appears.



7. Click the link to a PDF of the transcript beside **Details**.



8. In the upper right-hand corner of the file that opens, select download to save a copy of the unofficial transcript to have electronically, or select print to produce a paper copy.



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