

Online HWS Unofficial Transcript Request

1. Log on to the HWS PeopleSoft Website



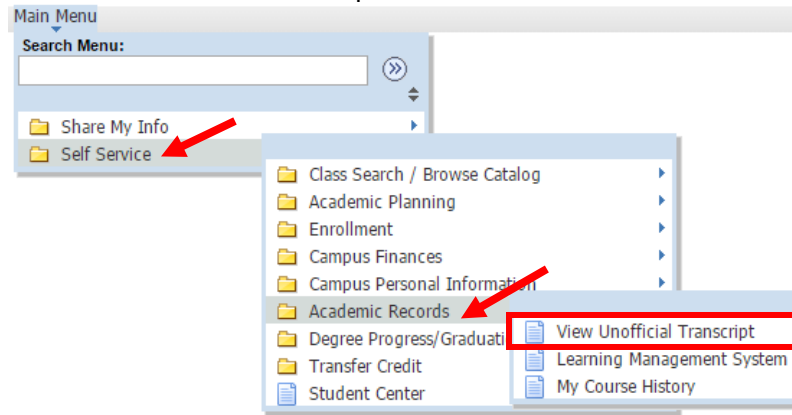
2. Click on Campus Solutions



3. A new window should appear. Click on Main Menu



4. Click on Self Service, then Academic Records, then View Unofficial Transcript



5. Click on the View Report button

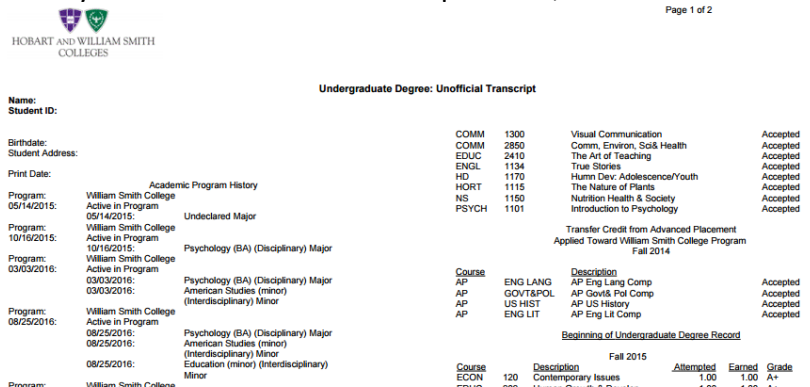
[View Unofficial Transcript](#)

Choose an institution and report type and press View Report

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



6. Another window should appear with a PDF of your unofficial HWS transcript. If not, see below



*By default, certain internet browsers block pop-ups from automatically showing up on your screen. If pop-ups are blocked, the unofficial HWS transcript will not show up. The address bar will notify if Pop-ups are blocked as well.

Google Chrome

1. At the top right, click More
2. Click Settings.
3. At the bottom, click Show advanced settings.
4. Under "Privacy," click Content settings.
5. Under "Pop-ups," select an option: Allow all sites to show pop-ups

Internet Explorer

1. Open Internet Explorer, select the Tools button, and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.

Firefox

1. Click Open Menu button (horizontal bars, in the top right)
2. Click Options
3. Click the Content tab.
4. In Popups section, click Exceptions.
5. Enter qbo.intuit.com and click Allow.
6. Enter qdc.qbo.intuit.com and click Allow then Save.
7. Restart Firefox