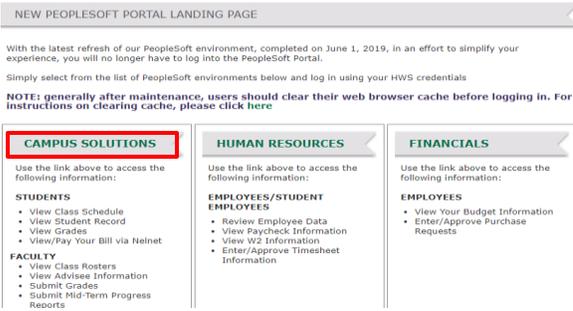
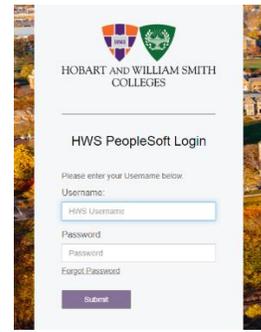


Online HWS Unofficial Transcript Request

1. Go to HWS Peoplesoft Portal Landing Page and click on Campus Solutions



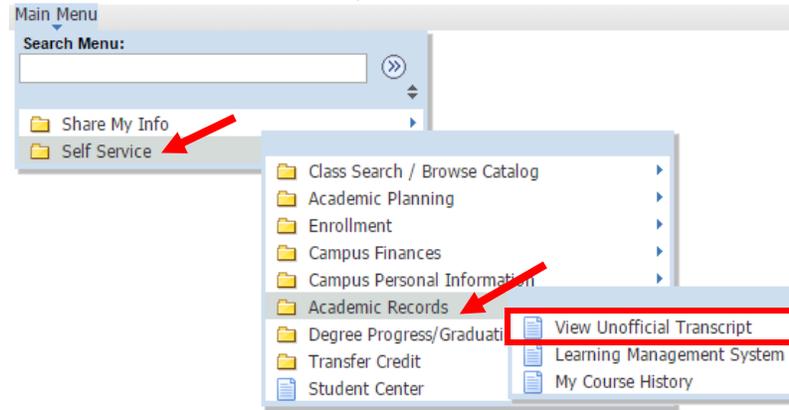
2. Enter your username and password



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****

Academic Institution: Report Type:

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

HOBART AND WILLIAM SMITH COLLEGES

Page 1 of 2

Undergraduate Degree: Unofficial Transcript

Name:	Student ID:	Program:	Active in Program:	Course:	Description:	Attempted:	Earned:	Grade:
William Smith College	09/14/2015	Academic Program History	05/14/2015	COMM 1300	Visual Communication	1	1	Accepted
William Smith College	09/16/2015	Undeclared Major	03/03/2016	COMM 2850	Comm. Environ, Spk& Health	1	1	Accepted
William Smith College	10/16/2015	Psychology (BA) (Disciplinary) Major	03/03/2016	ENGL 1134	The Art of Teaching	1	1	Accepted
William Smith College	03/03/2016	Psychology (BA) (Disciplinary) Major	03/03/2016	HD 1170	Hum Dev: Adolescence/Youth	1	1	Accepted
William Smith College	08/25/2016	Psychology (BA) (Disciplinary) Major	08/25/2016	HORT 1115	The Nature of Plants	1	1	Accepted
William Smith College	08/25/2016	American Studies (minor) (Interdisciplinary) Minor	08/25/2016	NS 1150	Nutrition Health & Society	1	1	Accepted
William Smith College	08/25/2016	Psychology (BA) (Disciplinary) Major	08/25/2016	PSYCH 1101	Introduction to Psychology	1	1	Accepted
Transfer Credit from Advanced Placement Applied Toward William Smith College Program Fall 2014								
Beginning of Undergraduate Degree Record								
EDON 120	Contemporary Issues	1.00	1.00	A+				

*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