

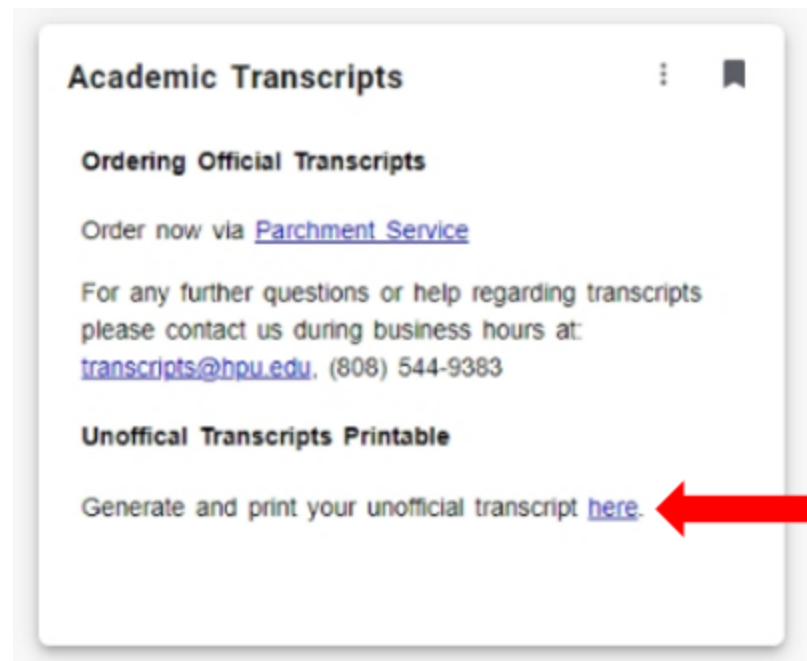


**Grades are posted approximately two weeks after the term has ended.**

1. Log in to your MyHPU Portal

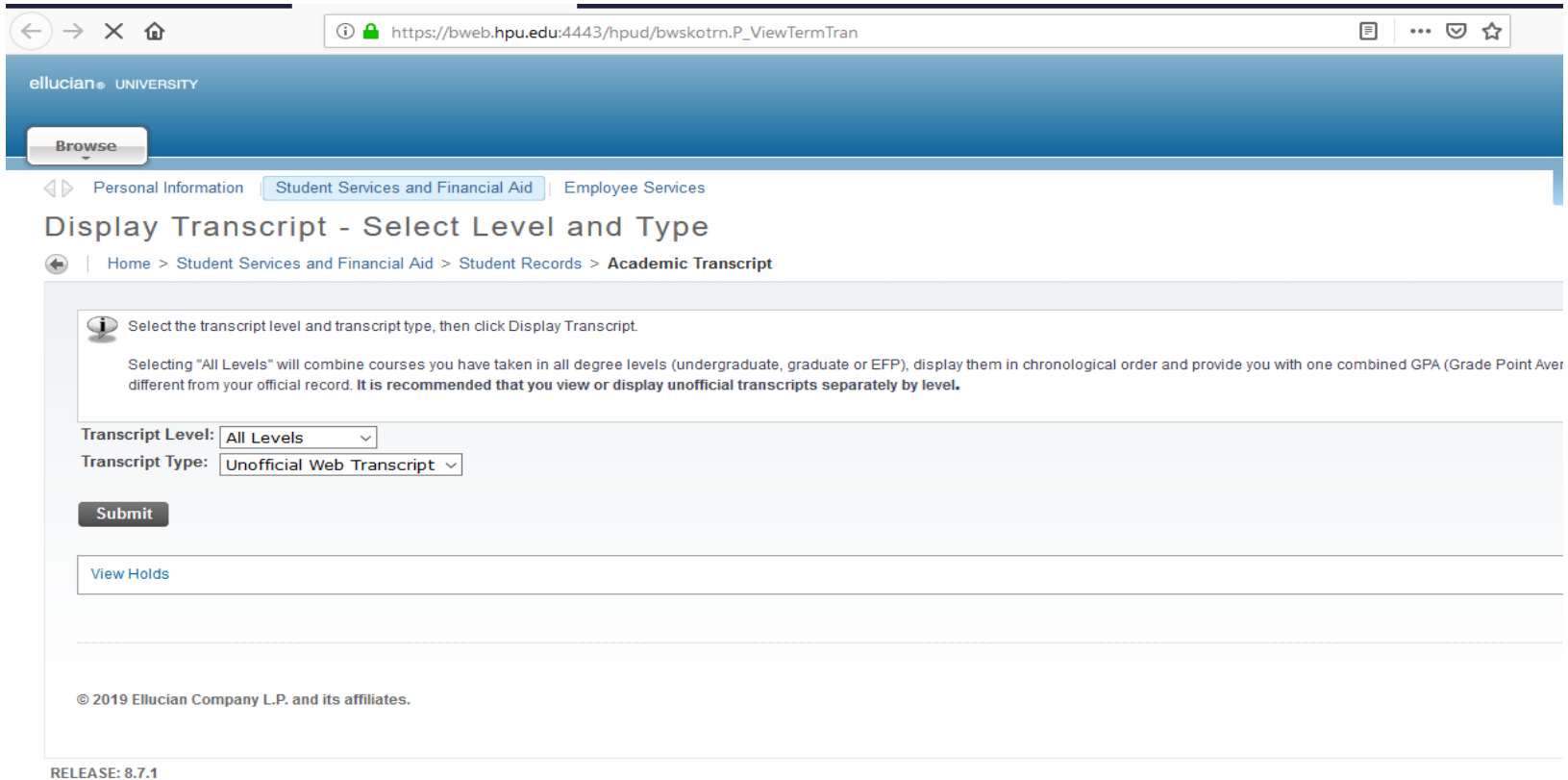
*Note: If you do not see the link to view unofficial transcripts on your home page, then you will need to add the Transcript card to your home page. If the Academic Transcript Card is on your home page, then skip to step 4.*

2. Scroll to the bottom of your home page, and click on "Discover More"
3. Locate the "Academic Transcripts" card, then click on the bookmark icon on the top right corner of the card to add it to your home page.
4. Locate the Academic Transcripts card on your home page, then click on the link found under "Unofficial Transcripts Printable".



**\*\*NOTE:** As of 10/07/19 the "Grades" option is still under renovation. Please continue to view grades by pulling Unofficial Transcripts.

5. Once the new window has opened up, press submit to view the Unofficial Transcript.



The screenshot shows a web browser window with the URL [https://bweb.hpu.edu:4443/hpud/bwskotrn.P\\_ViewTermTran](https://bweb.hpu.edu:4443/hpud/bwskotrn.P_ViewTermTran). The page header includes the 'ellucian UNIVERSITY' logo and a 'Browse' button. The navigation menu shows 'Personal Information', 'Student Services and Financial Aid' (selected), and 'Employee Services'. The main heading is 'Display Transcript - Select Level and Type'. Below this is a breadcrumb trail: 'Home > Student Services and Financial Aid > Student Records > Academic Transcript'. The main content area contains a message: 'Select the transcript level and transcript type, then click Display Transcript. Selecting "All Levels" will combine courses you have taken in all degree levels (undergraduate, graduate or EFP), display them in chronological order and provide you with one combined GPA (Grade Point Average) different from your official record. It is recommended that you view or display unofficial transcripts separately by level.' Below the message are two dropdown menus: 'Transcript Level:' set to 'All Levels' and 'Transcript Type:' set to 'Unofficial Web Transcript'. A 'Submit' button is located below these menus. A 'View Holds' link is also present. At the bottom, the copyright notice reads '© 2019 Ellucian Company L.P. and its affiliates.' and the version number 'RELEASE: 8.7.1' is displayed.

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Browse

Personal Information Student Services and Financial Aid Employee Services

### Display Transcript - Select Level and Type

Home > Student Services and Financial Aid > Student Records > Academic Transcript

Select the transcript level and transcript type, then click Display Transcript.

Selecting "All Levels" will combine courses you have taken in all degree levels (undergraduate, graduate or EFP), display them in chronological order and provide you with one combined GPA (Grade Point Average) different from your official record. It is recommended that you view or display unofficial transcripts separately by level.

Transcript Level: All Levels

Transcript Type: Unofficial Web Transcript

Submit

[View Holds](#)

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6. The Unofficial Transcript will display grades **earned** for each term attended.

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## Display Transcript

◀ | [Home](#) > [Display Transcript](#)



This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#)
[Transcript Totals](#)
[Courses in Progress](#)

### Transcript Data

**STUDENT INFORMATION**

**Name :** [REDACTED]

**Birth Date:** [REDACTED]

\*\*\*Transcript type:W is NOT Official \*\*\*

**INSTITUTION CREDIT** [-Top-](#)

**Term:** Fall 2017

**Academic Standing:**

**Additional Standing:** Dean's List

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIOL	2050	Dwntwn/HI Loa/Ocean Inst Class	UG	General Biology I	A	4.000	16.00		
BIOL	2051	Dwntwn/HI Loa/Ocean Inst Class	UG	General Biology I Lab	A	1.000	4.00		