# View Unofficial Transcript and Course History

This guide will show you how to view a student's unofficial transcript and course history in ctcLink. First, a couple of tips:
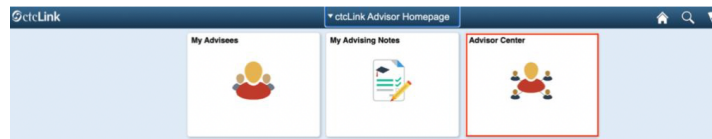
- The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.
- Disable pop-up blockers in your browser.

Directions

1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.
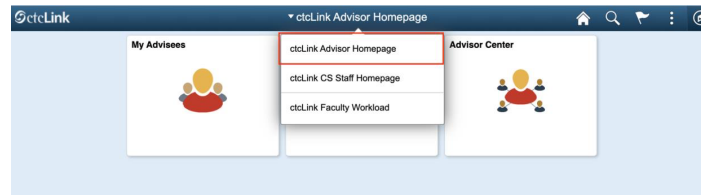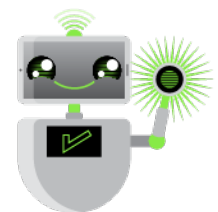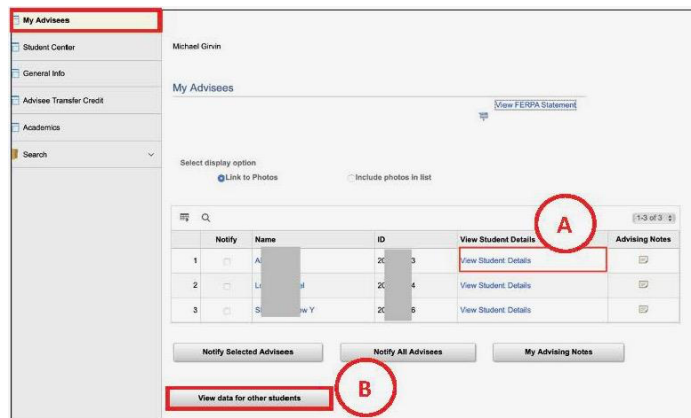

2. Click the **Advisor Center** tile.

3. The **My Advisees** page will display. You have several options to select the student you would like to see.

   A. Click the **View Student Details** link on the list to see one of your current advisees.
   B. Click the **View data for other students** button to search for a student who is not one of your advisees.

C. On the left panel, click **Student Center**. If you want to see information on a different advisee, use the **Change Advisee** drop-down menu to select the name and click the **Change** button.
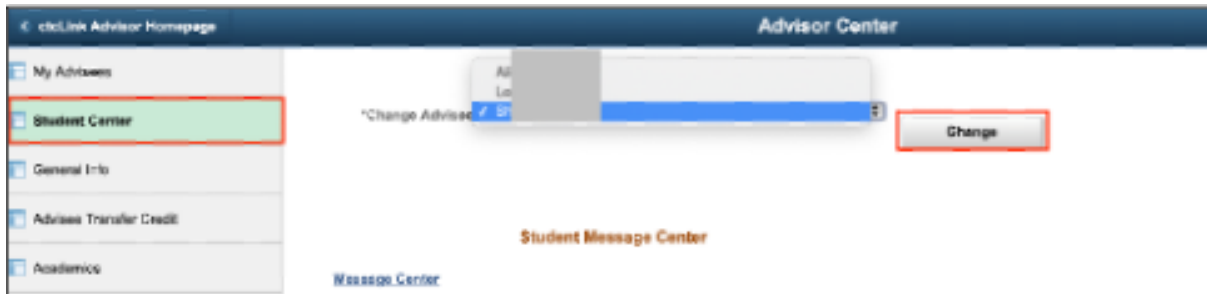

4. Your advisee's information will display. From this page you will have access to:
   - Currently enrolled classes
   - Enrollment dates (note: with ctcLink, we now use the term "enrollment" rather than "registration")
   - Milestones
   - List of things to do
   - Academic Advisement Report
   - Unofficial transcripts
   - Credits transferred in from another institution
   - Course history
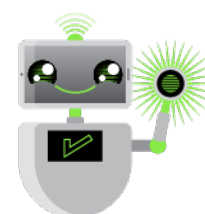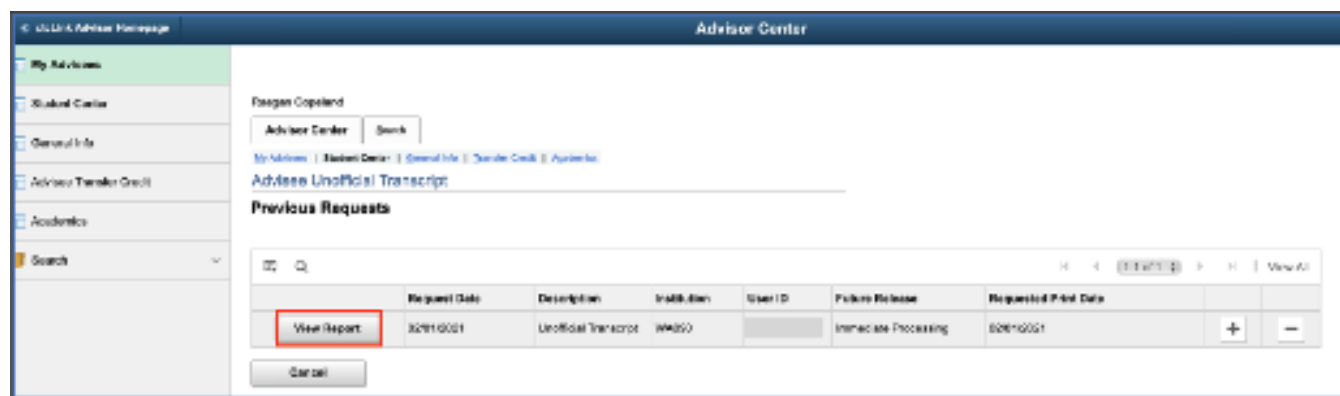   - What-If Report (covered in another document)
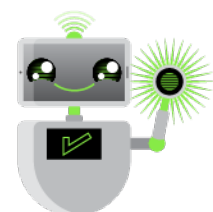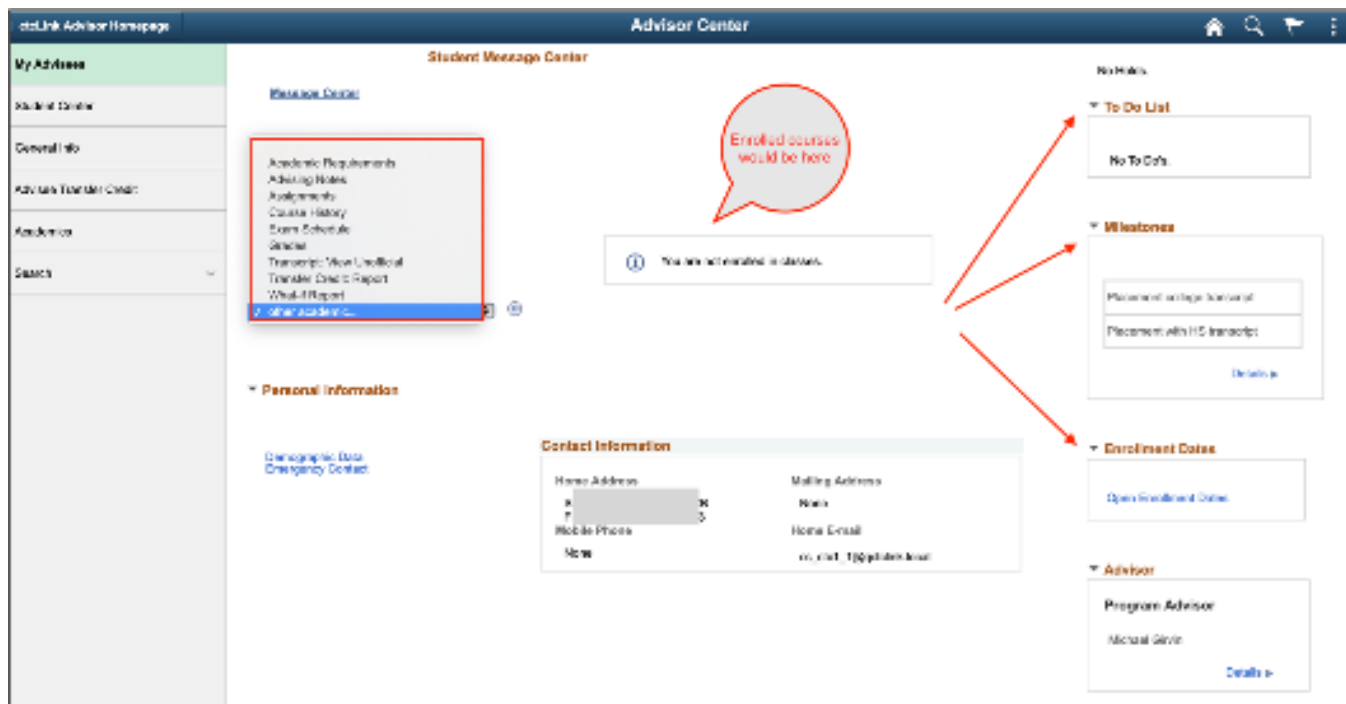
5. To see the unofficial transcript, select **Transcript: View Unofficial** from the drop-down menu.
6. Click the **Go** icon **[>>]** to the right of the menu.
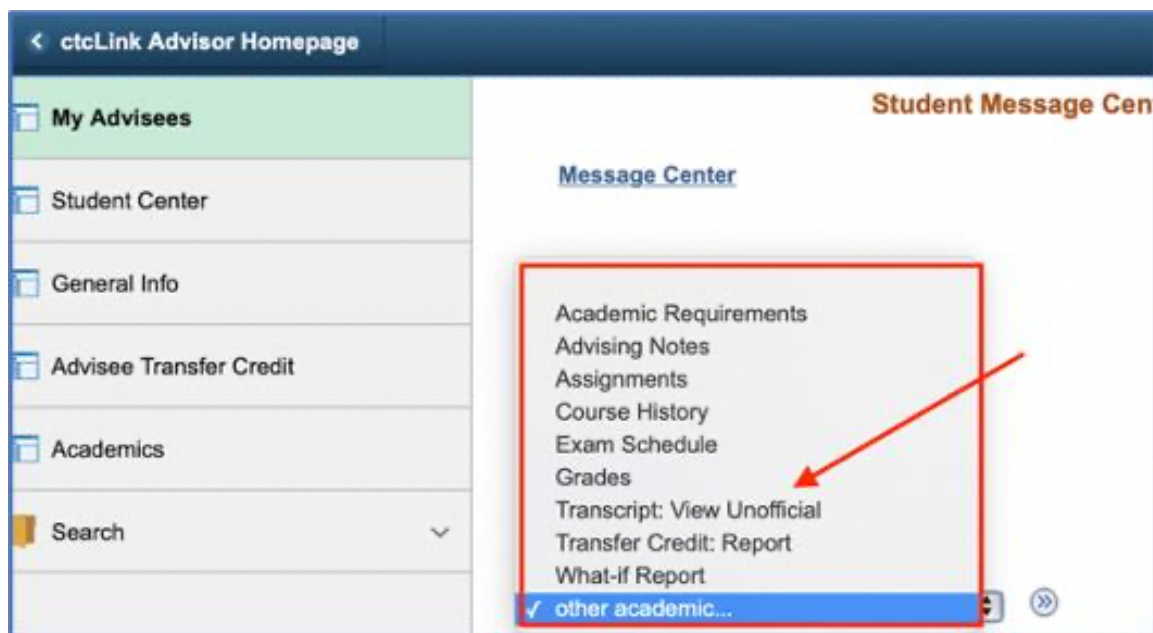
7. In the **Academic Institution** drop-down menu, select **Green River College**.
8. In the **Report Typ**e drop-down menu, select **Unofficial Transcript**.
9. Click **View Report**.
10. Your request will display. Click **View Report** to see a PDF of the transcript. (Make sure you have allowed pop-ups or the transcript won't display.)

11. The **Unofficial Transcript** will display.

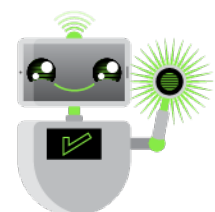12. If you want to see a list of past courses, select **Course History** from the drop-down menu.
13. Click the **Go** icon [**>>**] to the right of the menu.

14. The list of courses will display.