***Procedures for Getting a Copy of your Unofficial Transcript on GriffinGate:***

1. Log into MySHU
2. Click on the **GriffinGate** link under the nine dot grid on top right corner of the Home page - <https://griffingate.setonhill.edu/ICS/>
3. Click on the **Student Tab**
4. Click on the *Unofficial Transcripts and Grade Reports* page link on Red Navigation Panel on left side of page
5. Click on the View Unofficial Transcript link under the **Unofficial Transcript** portal; your unofficial transcript will display on the page
6. In the top right corner of the page is a printer icon, click on that icon
7. A print preview page will open; change your Destination to **Save as PDF**
8. Click the Save button and a box will open prompting you to assign a title and location where you’d like to save this file
9. After selecting the title and location, click the Save button