Digitally Print Your Unofficial Marist Transcript

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1. Open your Academic Transcript
   a. Go to http://my.marist.edu and log in
   b. Click ***Banner Self Service***
   c. Click ***Student***
   d. Click ***Student Records***
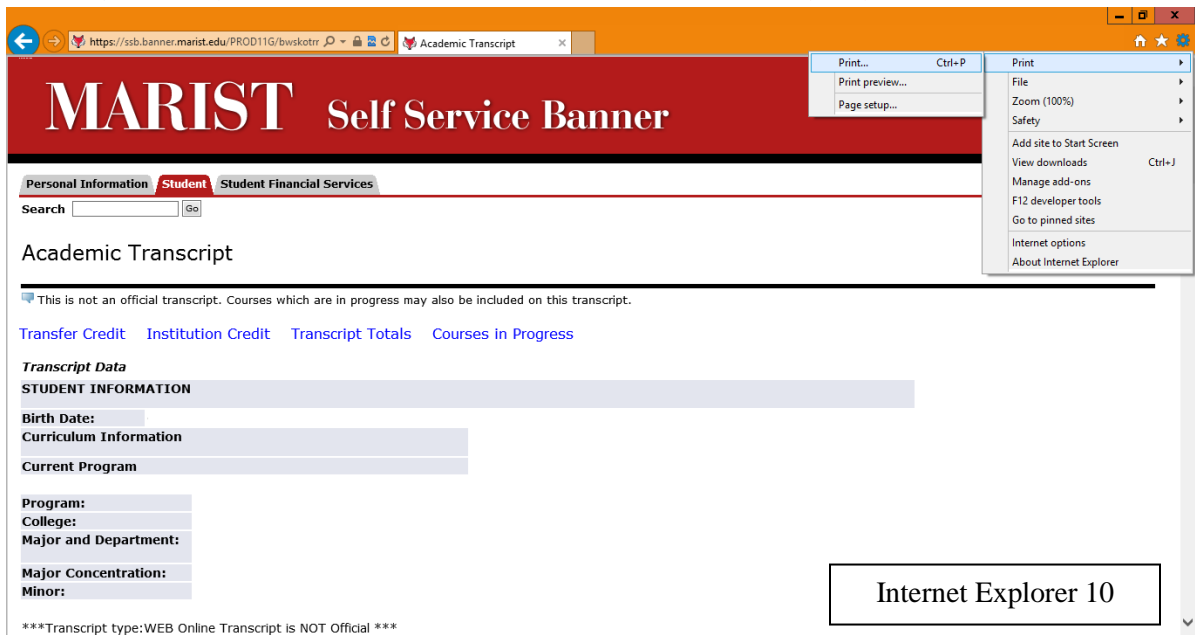   e. Click ***Academic Transcript***
   f. Click ***Submit***
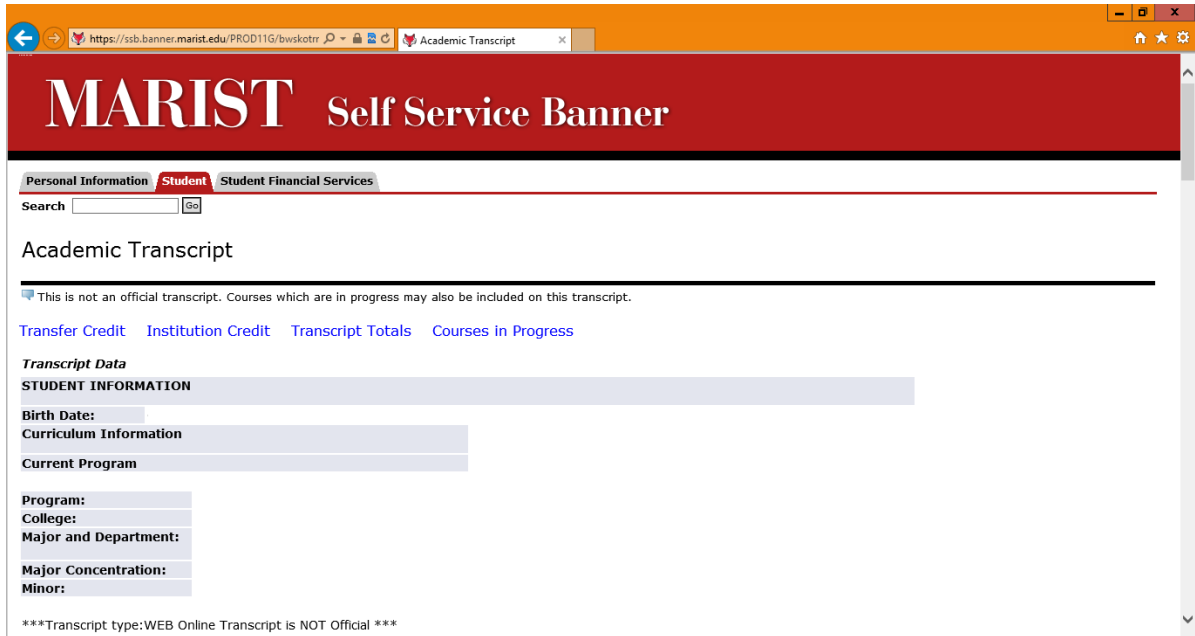
2. Print from the web browser
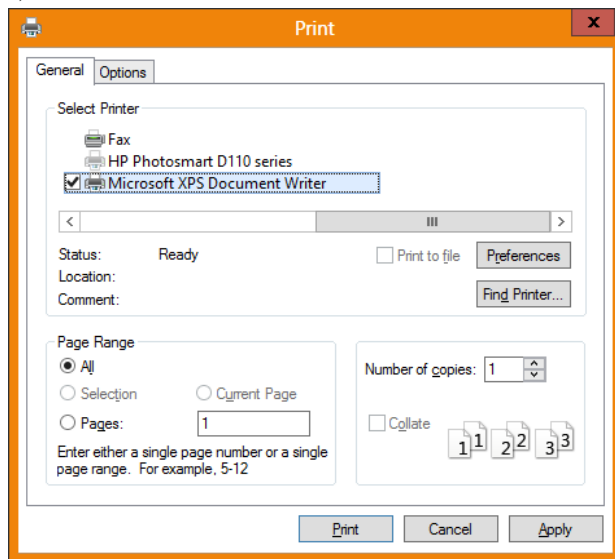   Keyboard Shortcuts:

   (Windows) **Ctrl + P**   (Mac) **Command [⌘] + P**

Internet Explorer 10
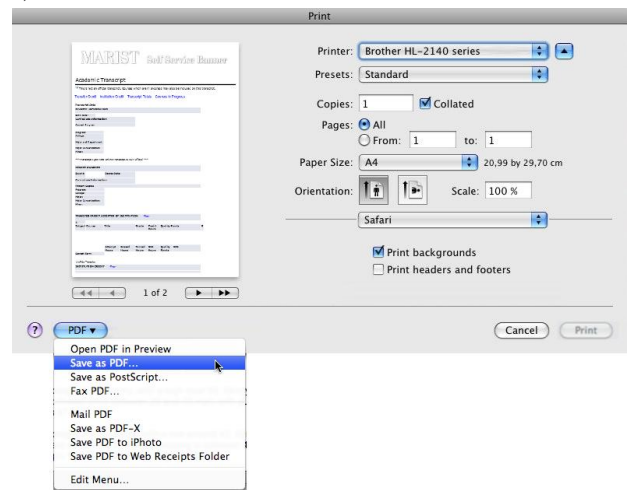
3. Print/Save as an XPS or PDF

<table>
<tr><td>(Windows)</td><td>(Mac)</td></tr>
<tr><td>

a)   Select Printer *Microsoft XPS Document Printer*

b)   Click *Print*

</td><td>

a)   Click *PDF*,

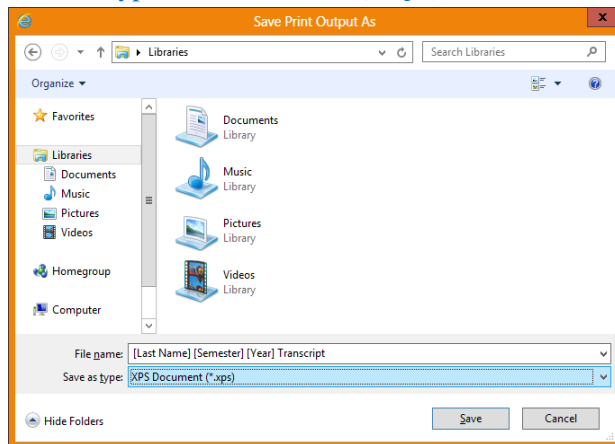b)   Then *Save as PDF…*

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</table>

4. Save the file in an appropriate directory

<table>
<tr><td>(Windows)</td><td>(Mac)</td></tr>
<tr><td>

File Name: *[Last Name] [Semester] [Year] Transcript*

Save as Type: *XPS Document (*.xps)*

</td><td>

Save As: *[Last Name] [Semester] [Year] Transcript.pdf*

</td></tr>
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