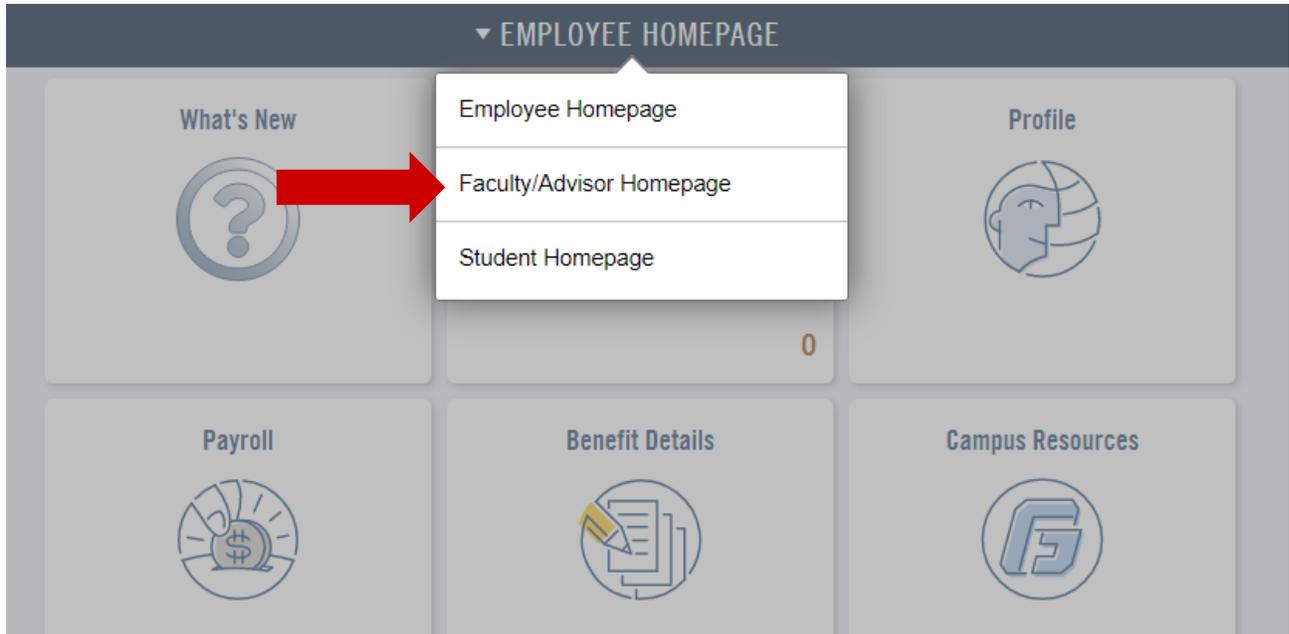
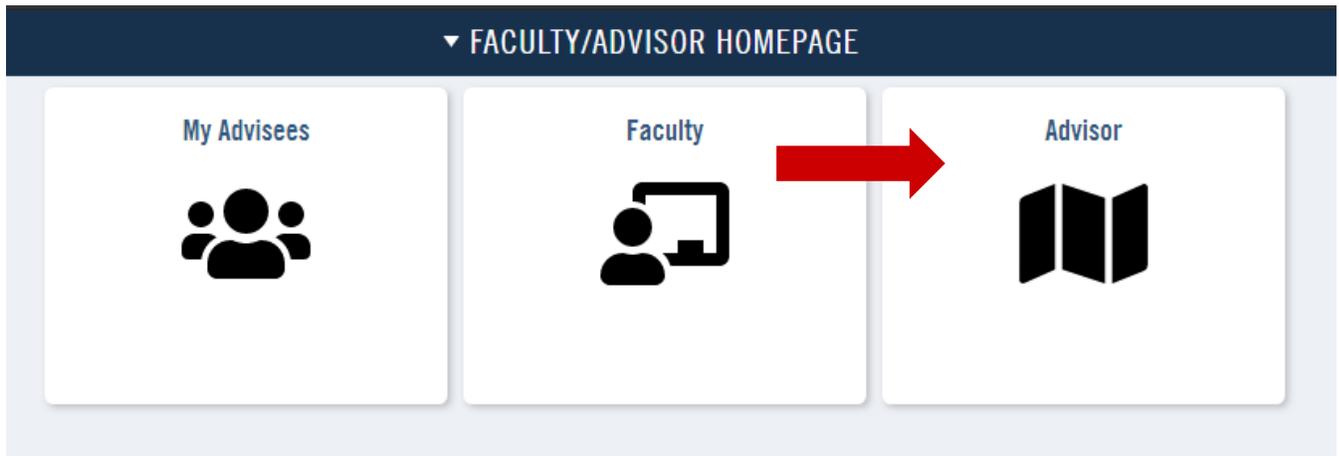


## How to View Advisee Unofficial Transcript in MyGeorgeFox

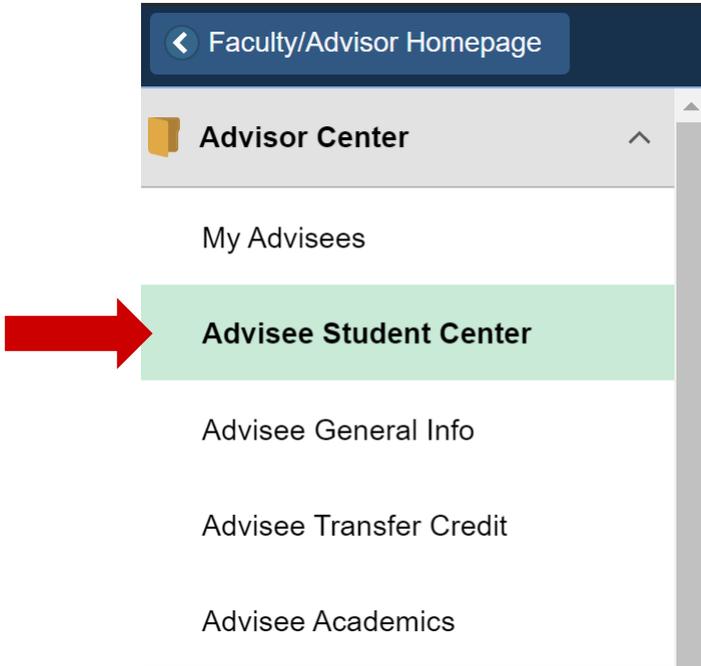
1. Log into MyGeorgeFox ([my.georgefox.edu](http://my.georgefox.edu)) using your GFU username and password.
2. Change top dropdown menu to FACULTY/ADVISOR HOMEPAGE.



3. Select the ADVISOR tile.

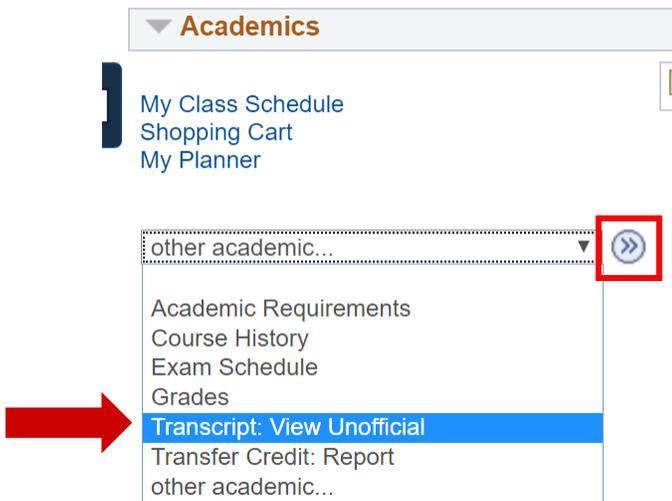


4. Click ADVISEE STUDENT CENTER under ADVISOR CENTER in the left navigation.

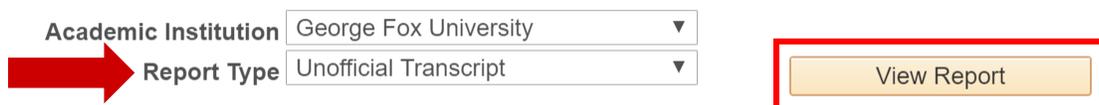


5. Check or CHANGE ADVISEE from dropdown menu at the top of the Advisee Student Center.

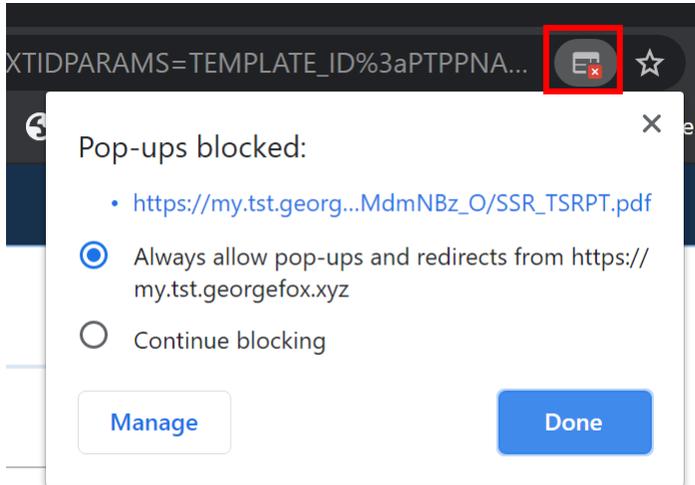
6. Under the ACADEMICS header, select TRANSCRIPT: VIEW UNOFFICIAL from the other academic dropdown menu. Click the double arrow button to continue.



7. Select UNOFFICIAL TRANSCRIPT for the Report Type. Click VIEW REPORT button.



8. The PDF of the transcript should open in a new tab. Be sure you've allowed pop-ups if you have a pop-up blocker. In Chrome, this appears at the top of the url window.



9. Then click VIEW REPORT button again once pop-ups are allowed.