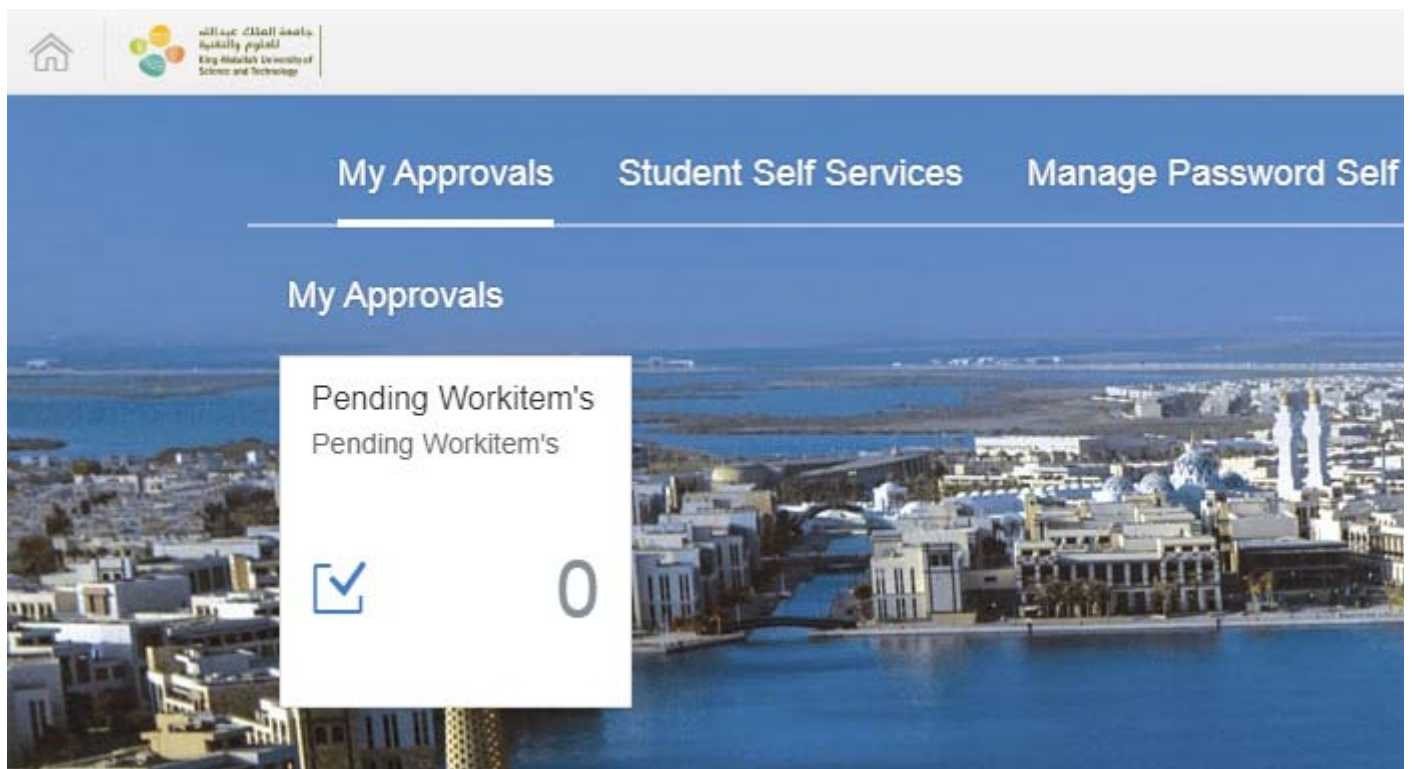Step 1. Login to your portal.
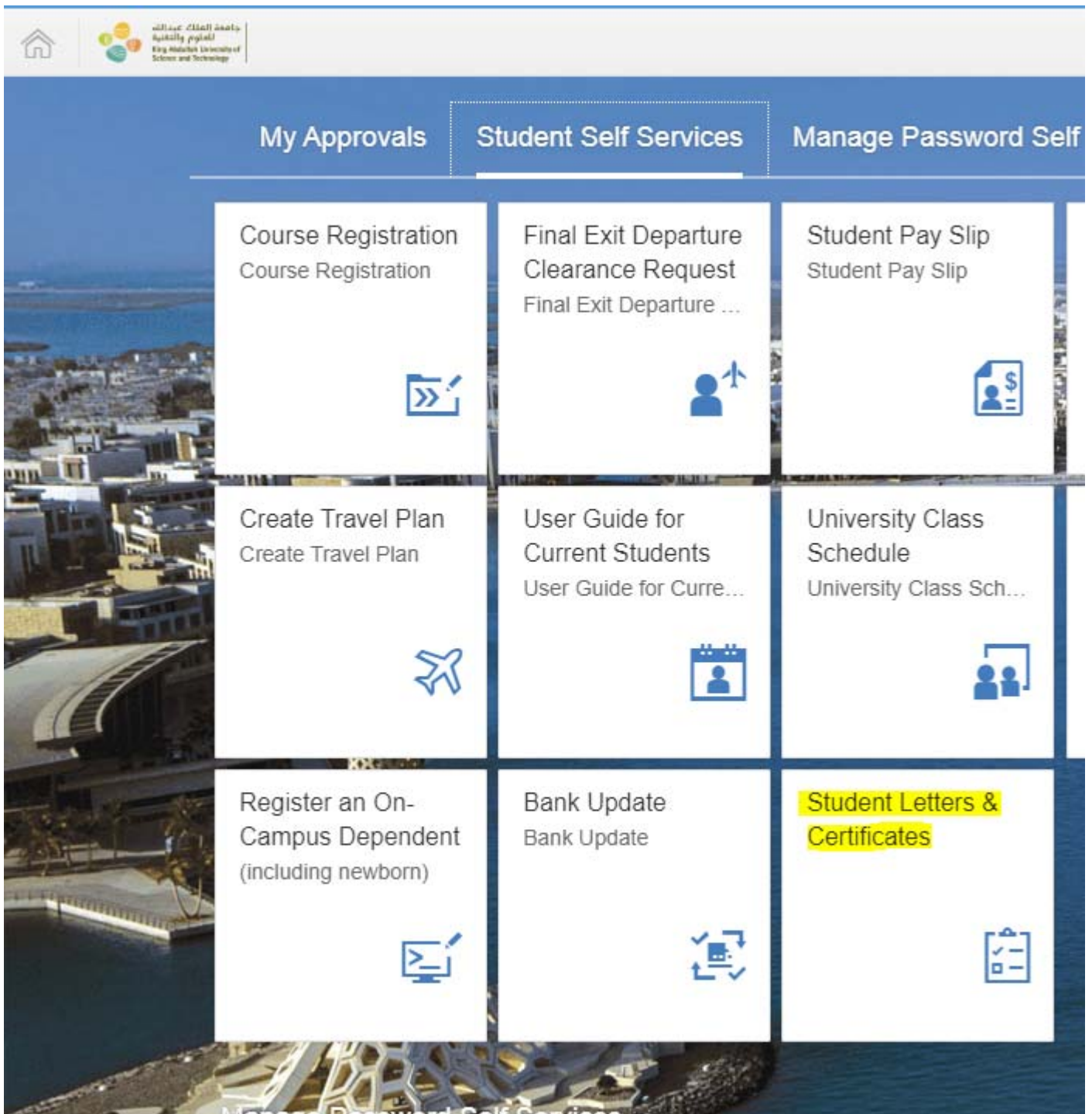
Step 2. Click Self Services

Step 3. Click Student Self Services tab

Step 4. Click Student Letters & Certificates icon

Step 5. Select Transcript as the Select Request Type. Your transcript will then appear.