# **NDUS Unofficial Transcript Instructions**

#### 1. Log into Campus Connection

Campus Connection Log In	Trouble Logging In?
NDUS Campus Connection requires authentication using your NDUS identifier.	If you are experiencing any difficulties getting logged into the system, please use the links below.
	NDUS System Status
Password	User ID and Password Help
agree to the terms of the User Agreement	Help Desk Support
Log In	0.10
	Guest Page

2. On the **Student Homepage**, click on the **Academic Records** tile.

NORTH DAKOTA UNIVERSITY SYSTEM		6			
	Academic Progress		Tasks and Communications	Academic Records	
			<u> </u>	<u> </u>	
			1 Holds	1	
	Financial Account	Financial Aid	Information Center	Student Self Service	
	1		-		
	Profile	Manage Classes			
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#### 3. Click View My Official Transcript on the left.

View Transfer Credit Report					go	to		~	)
Enrollment Verification	Sea <u>r</u> ch <u>P</u> lan	Enroll My Aca	ademics						
Sofficial Transcript Request	View Transfer Credit Report								
Request Official Transcript	Course Cre	edits	ed						
Sraduation	Institution Lake Region State College Credit Source Type Manual Career Undergraduate Source Institution North Dakota State College of Program								
Enrollment Verification	Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
E View Graduation Status	2018 Fall	CHEM 121	4.00		Posted	CHEM 121	4.000	0	
	2018 Fall 2018 Fall	CHEM 121L	1.00 3.00		Posted	COMM 110	1.000	0	
Course History		Nbr 1 Poste	ed					-	
View Grades	Instruction Career Program	Mayville State U Undergraduate	niversity		Credit Sou Source Ins	Interr Stitution Lake	nal Region S	State Col	ege
View Unofficial Transcript	Plan								
	Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
	2018								

## 4. Select your institution [if prompted]

View Transfer Credit Report	Lake Region State College
Enrollment Verification	Mayville State University
Official Transcript Request	North Dakota State College of Science
Request Official Transcript	
Graduation	
Enrollment Verification	
View Graduation Status	
Course History	
View Grades	
View Unofficial Transcript	

### 5. Select a report type [transfer detail or transfer summary] and then click **Submit**.

Note: Popups must be allowed in your browser for transcript to open.

View Report	View All Requested Reports			
New Reques	t			Submit
Report Type				
Unofficial w/ Trar	nsfer Details 🗸			
Information For S Unofficial transcrip If student has no t	Students of with transfer credit details in PDI ransfer credits, then both report ty	<sup>-</sup> format. bes display the same information.	^	
To view transcripts browser.	s, a PDF reader is required and po	p-ups must be allowed by your	~	
To view reports, you	r device should allow popups and hav	e a PDF viewer.		

6. Save a copy of the file to upload into your Dual-Credit Scholarship Application.