

How to Download Transcript

1 Navigate to <http://ce.unthsc.edu>

2 AFTER logging in. Click on 'My account'. Click 'Transcript' from the dropdown menu.

The screenshot shows the top navigation bar of the hsc website. The logo for hsc (The University of North Texas Health Science Center at Fort Worth) is on the left. The navigation menu includes: Home, Catalog, Calendar, My account (with a dropdown arrow), Contact us (with a dropdown arrow), and Activity Application. The 'My account' dropdown menu is open, and the 'Transcript' option is circled in red. Other options in the dropdown include Courses, Orders & receipts, Faculty forms, and Activity applications. A blue banner with white text is visible below the navigation bar, containing an attention notice about SMS Text-In services.

3 Click 'Download PDF'. If you are only interested in certain dates, you can enter 'From' and 'To' dates. Click 'Apply' before clicking 'Download PDF'.

The screenshot shows the user's account page. At the top, there are tabs for 'Completed activities' (highlighted in green), 'Pending activities', 'External credits', and 'Activity applications'. Below the tabs is a blue banner with white text containing an attention notice about SMS Text-In services. Underneath the banner is a form with the following fields: 'Title' (text input), 'Series' (text input), 'Date completed From' (text input), and 'To' (text input). To the right of the 'Date completed From' field is a green button labeled 'Download PDF', which is circled in red. Below the form is a blue 'Apply' button. At the bottom left of the page, it says 'You don't have any completed activities.'