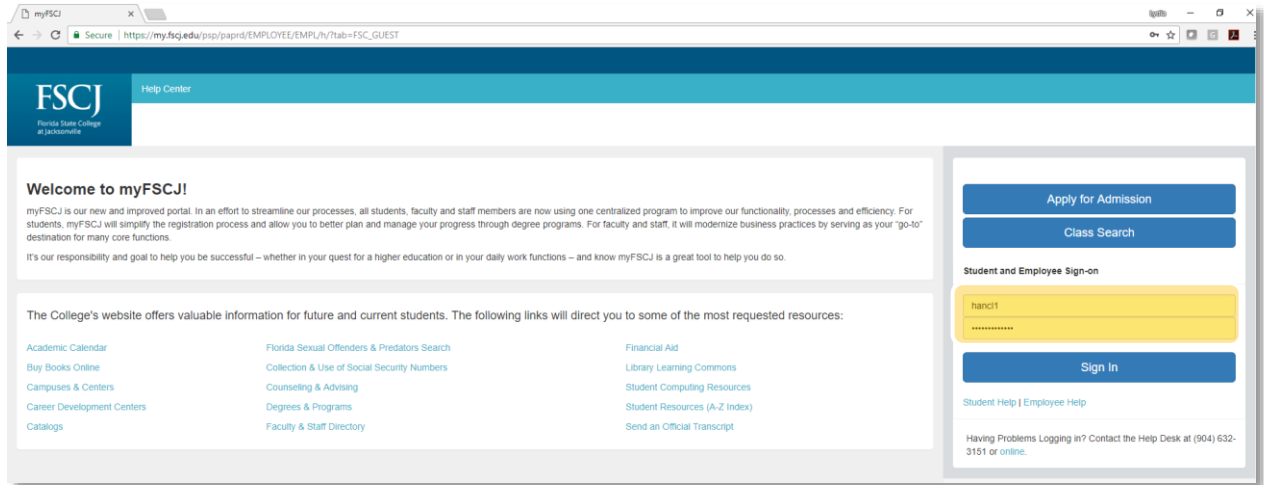
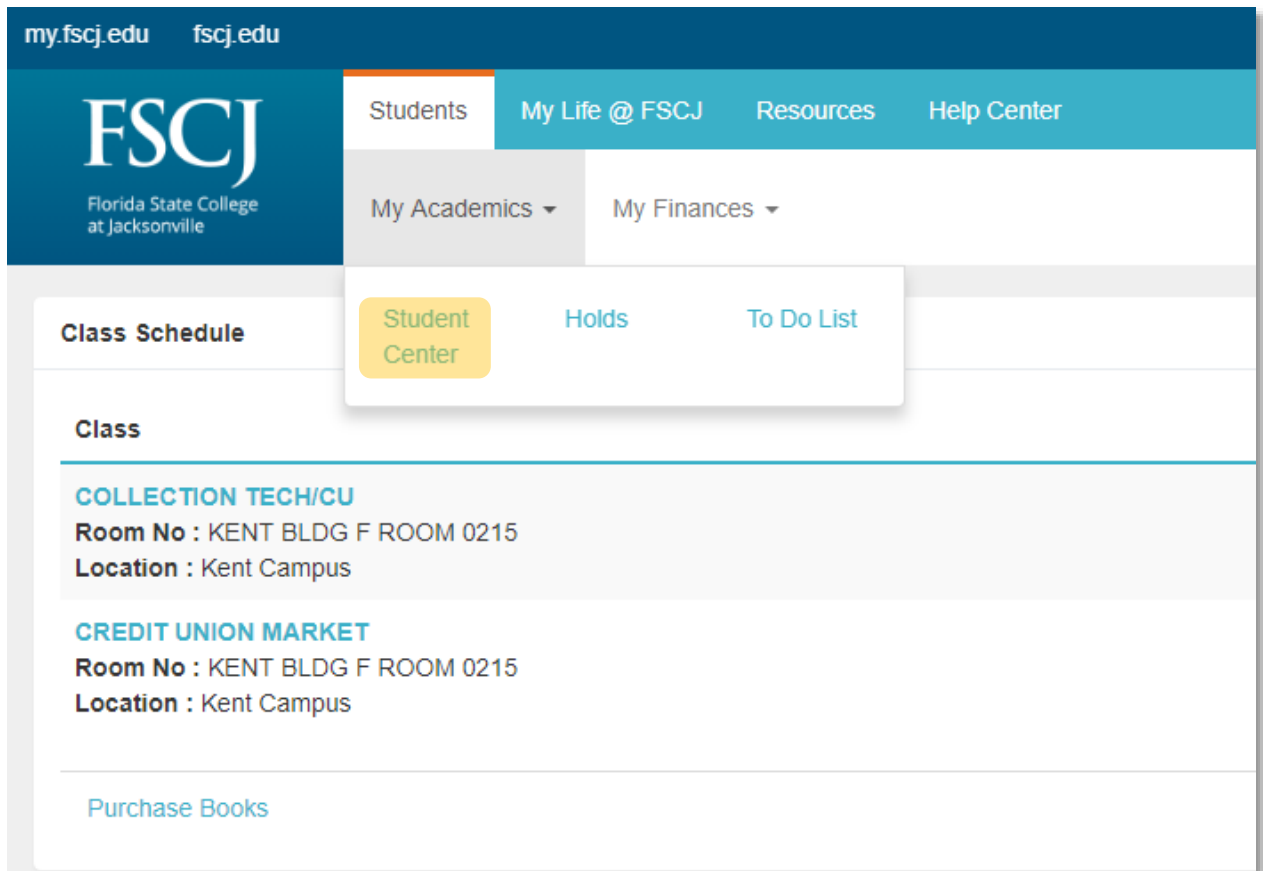


CUEP: How To Retrieve FSCJ Transcripts

1. Log into the myFSCJ portal (<https://my.fscj.edu/>).
 - a. Don't know your User ID or Password? Call 904.632.3151 opt. 3 and FSCJ's IT department will be glad to assist you!



2. Navigate to the Student Center.



- In the Academics section of the Student Center, navigate to the dropdown entitled “other academic...”, select “Transcript View Unofficial”, and then select the submit button (>>).

The screenshot shows the 'Academics' section of a student center. A dropdown menu is open under 'other academic...', with 'Transcript: View Unofficial' highlighted by a yellow arrow. The background features a notification box stating 'You are not enrolled in classes.' and a link to 'enrollment shopping cart'. Other navigation links include Plan, Enroll, VA Education Benefits, My Academics, Change My Program Plan, Request an Official Transcript, and SOC Agreement. On the right, there are sections for Holds, To Do List, Milestones, Enrollment Dates, FSCJ Quick Links, and Community.

- Select the appropriate report type then select “view report”.

The screenshot displays the 'View Unofficial Transcript' page. At the top, there is a navigation bar with buttons for 'Plan', 'Enroll', 'My Academics', and 'VA Education Benefits'. Below this, the page title 'View Unofficial Transcript' is followed by a horizontal line. A message instructs the user to 'Choose an institution and report type and press View Report'. A warning message in purple text states: '**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. Below the warning is a form with two dropdown menus: 'Academic Institution' (set to 'FSCJ1') and 'Report Type' (set to 'Unofficial Transcript'). A green 'view report' button is positioned to the right of the 'Report Type' dropdown. At the bottom, there is a link for 'Information For Students'.

- This will open a new window with your unofficial transcripts; these can be printed or saved locally. Please provide these transcripts along with your CUEP graduation application.