

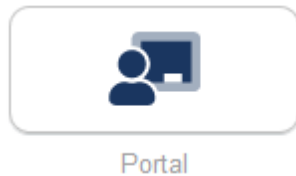


How to View your Unofficial NUVHS Transcript in the Student Portal

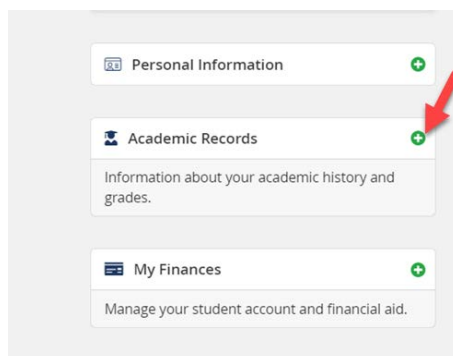
1. Log into your **NUS Single Sign-on (SSO) Account** - <https://nu.okta.com/>

The image shows the NUS Single Sign-on (SSO) login page. At the top, there is the National University System logo and a placeholder for a user profile picture with a question mark. Below this is a "Sign In" button. The main section contains two input fields: "Username" with the text "username" and "Password" with masked characters. There is a "Remember me" checkbox and a blue "Sign In" button at the bottom.

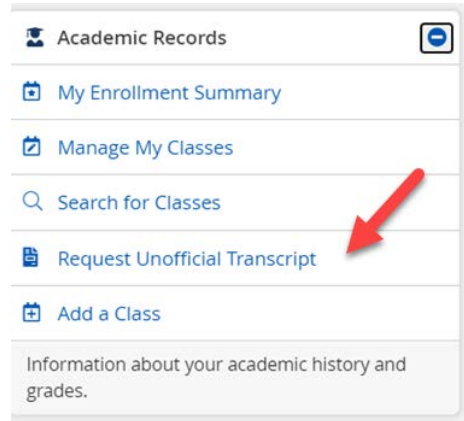
2. At the SSO Dashboard, select the student **Portal** chiclet.



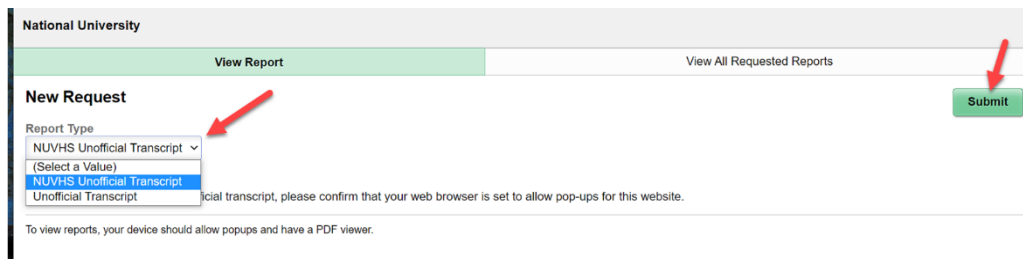
3. In the left column, expand the **Academic Records** module.



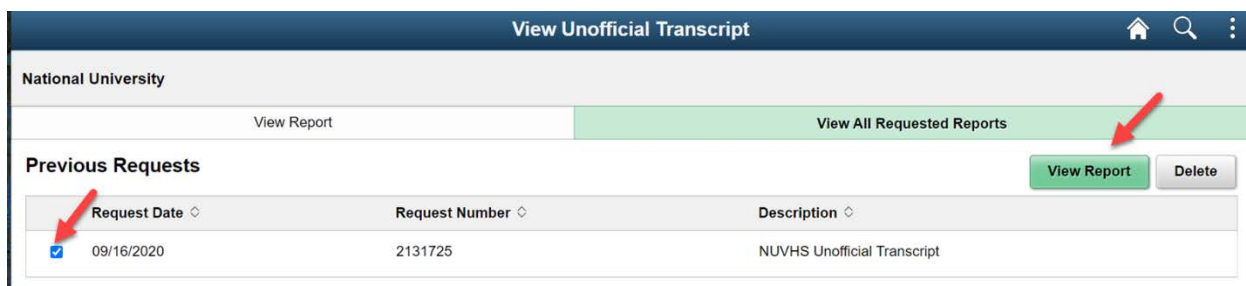
4. In the Academic Records module, select the **Request Unofficial Transcript** link.



5. At the View Unofficial Transcript page, select **NUVHS Unofficial Transcript** in the Report Type dropdown menu and select **“Submit.”**



6. Under the Previous Requests topic, check the date box within the **Request Date** column and select **“View Report.”**





7. Your **Unofficial NUVHS Transcript** should look similar to this sample and can then be either printed or downloaded as a PDF file.

Name:		Print Date:	09/30/2020		
Student ID:			Page 1 of 1		
Birthdate:					
Program:	NU Virtual High School	Academic Program History			
07/27/2020:	Active in Program				
Beginning of NU Virtual High School Record					
Fall Term - 2020					
Course	Description	Attempted	Earned	Grade	Points
SSC 2004A	AP European History A	5.000	0.000		0.000
Term GPA:	0.000	Term Totals:	Attempted	Earned	GPA Units
			5.000	0.000	0.000
NU Virtual High School Career Totals					
Cum GPA:	0.000	Cum Totals:	5.000	0.000	0.000
*** End of Unofficial Transcript ***					