## To View an Unofficial Transcript (only advisors will have access)

- 1. Login to <a href="https://myu.umc.edu">https://myu.umc.edu</a> using your Network Login ID and password
- 2. Click advisor
- 3. Advisor Tools
- 4. My advisees
- 5. Personal Info (drop down menu)
- 6. View unofficial transcript
- 7. GO
- 8. Print