# How to Access Your Unofficial Transcript

Current/continuing students | **Inactive students** **(if you have not attended in the last year)**

## For current students (anyone with an active SUNY Canton email address/NETID):

1) From the UCanWeb login page, Enter Secure Area and login as you would to your email.
2) Go to the Student tab and find the card for **Graduation and Transcripts**. Use the first link to view your transcript:
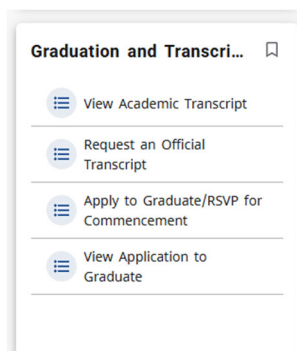
3) On the Academic Transcript page, choose "All Levels" and "normal transcript". Once those are selected, your transcript will populate lower on the page.
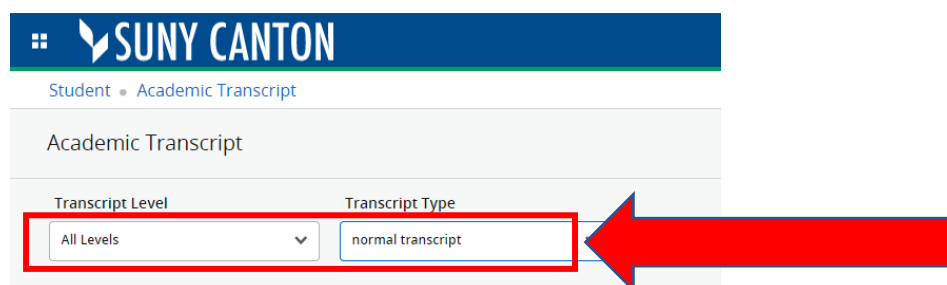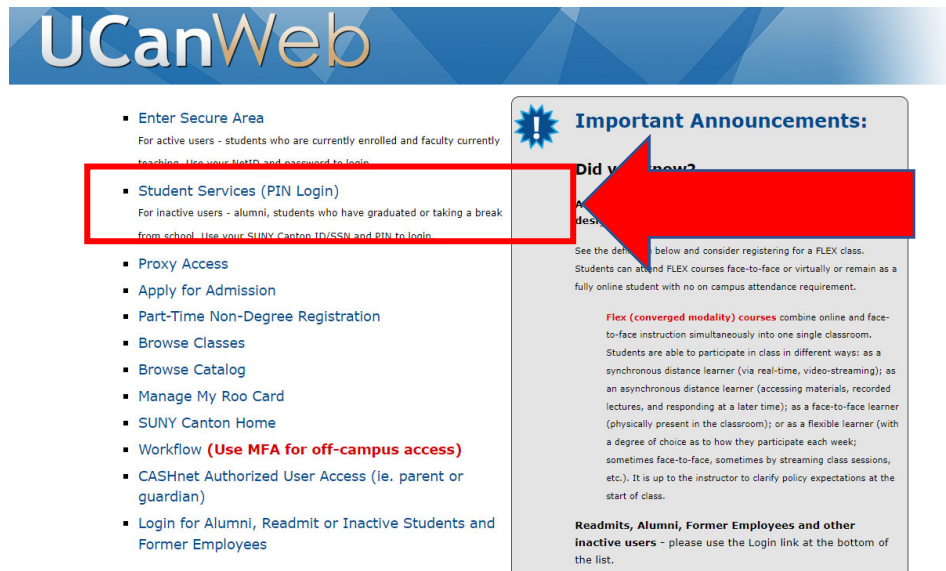

Note that once your transcript loads, there is a print icon on the left side. Use that to access print options OR save to PDF. Only release your academic records to known entities with a legitimate need to see your data.
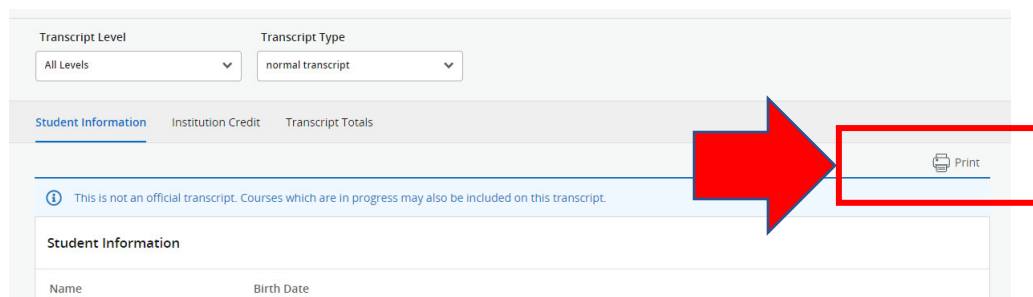
## For Inactive Students (anyone who's NETID/email address is inactive)

1) Go to the UCanWeb login page. Click on the SECOND link that says Student Services (PIN Login)

2) On the next page, enter your SUNY Canton student ID number (starting with 80….) and your PIN (initially your birthdate in the MMDDYY format). Note that your SSN will work in place of your student ID number if necessary, though not advised.   If your PIN is not correct, use the Forgot Password link to utilize your security Question and reset your PIN.
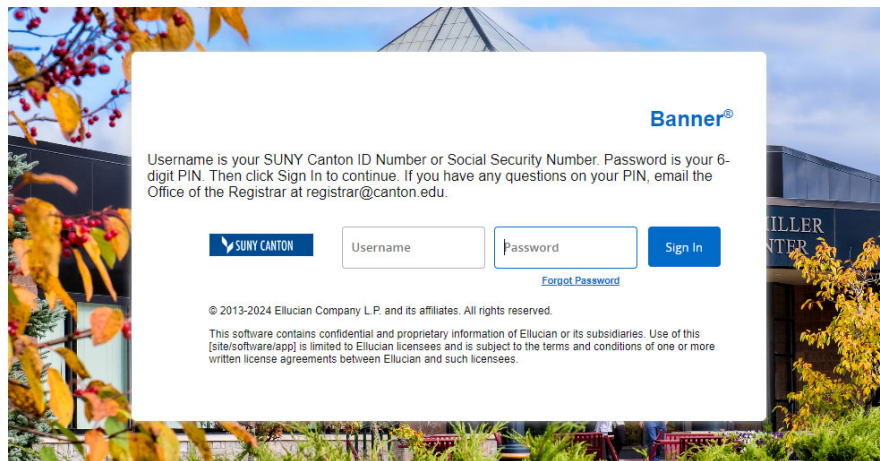
3) Once logged in, click on the Academic Transcript link:
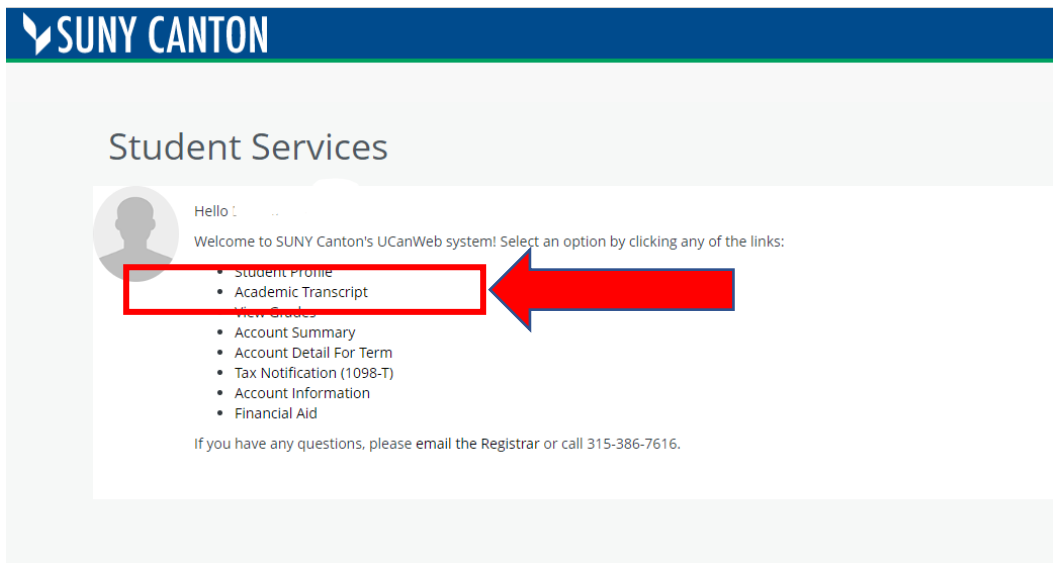
4) On the transcript page, you typically select Transcript Level: Undergraduate and Transcript Type: Normal Transcript.

Note that once your transcript loads, there is a print icon on the left side. Use that to access print options OR save to PDF. Only release your academic records to known entities with a legitimate need to see your data.