

INSTRUCTION SHEET



BE WHAT YOU WANT TO BE

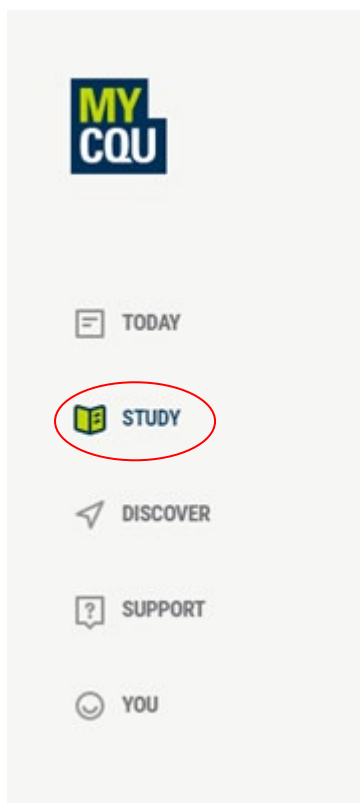
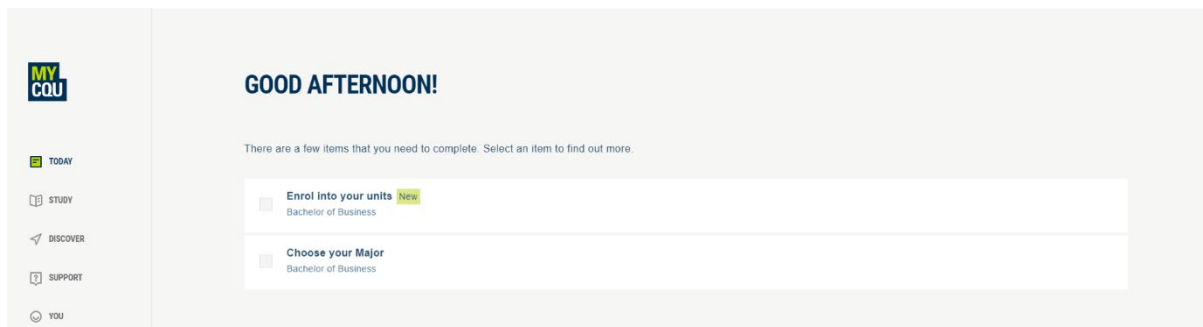
cqu.edu.au

Generate an unofficial transcript

An academic transcript is a complete record of all the courses and units that you have studied with CQUniversity.

An unofficial transcript can be accessed from the MyCQU Student Portal at my.cqu.edu.au.

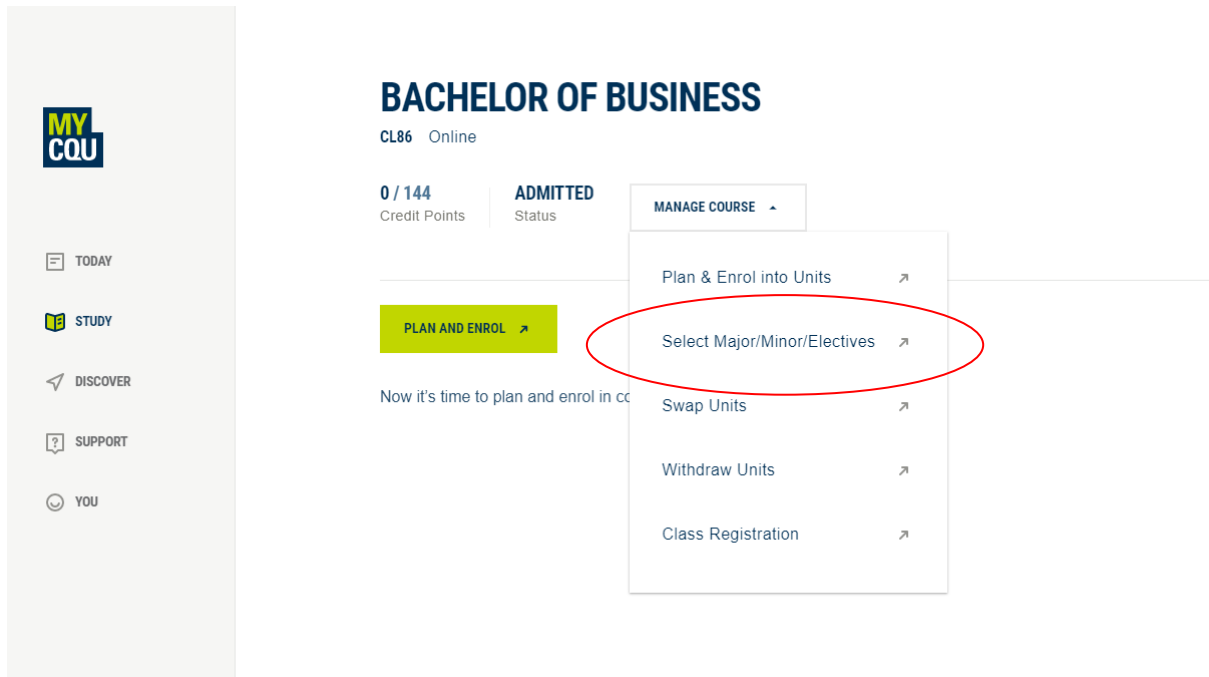
Log in using your Student ID and password, and then navigate to the *Study* view.



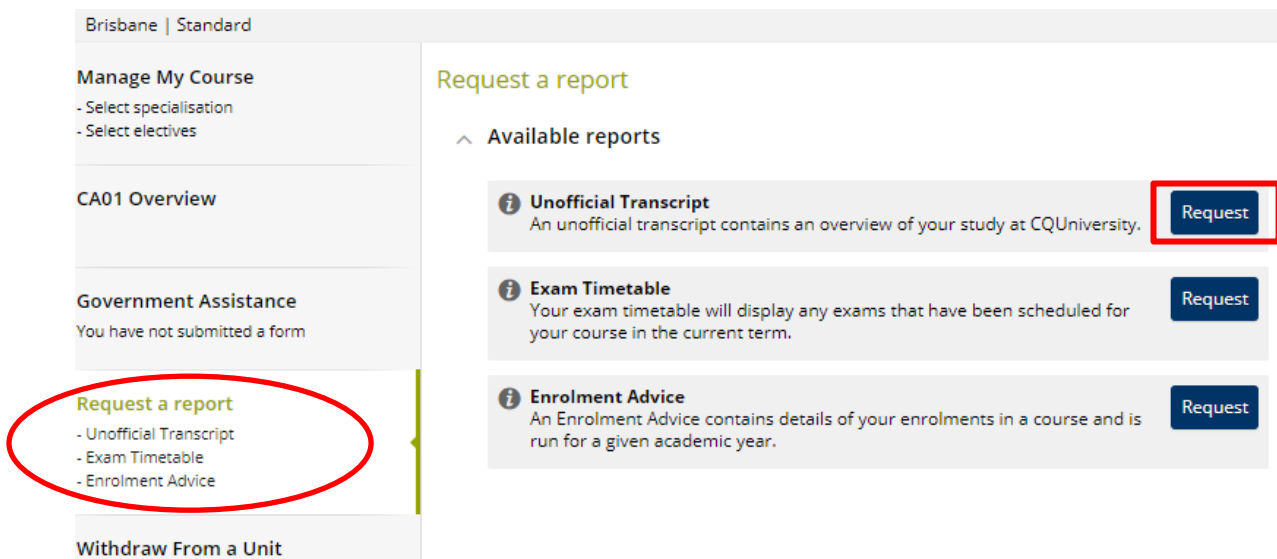
Generate an unofficial transcript

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Select *Manage Course* and then *Select Major/Minor/Electives*.



From the side navigation panel, select the *request a report* section. Then select the *request* button beside unofficial transcript.



If you require an official transcript, please visit www.cqu.edu.au/transcripts.