

# INSTRUCTION SHEET

## MYCENTRE

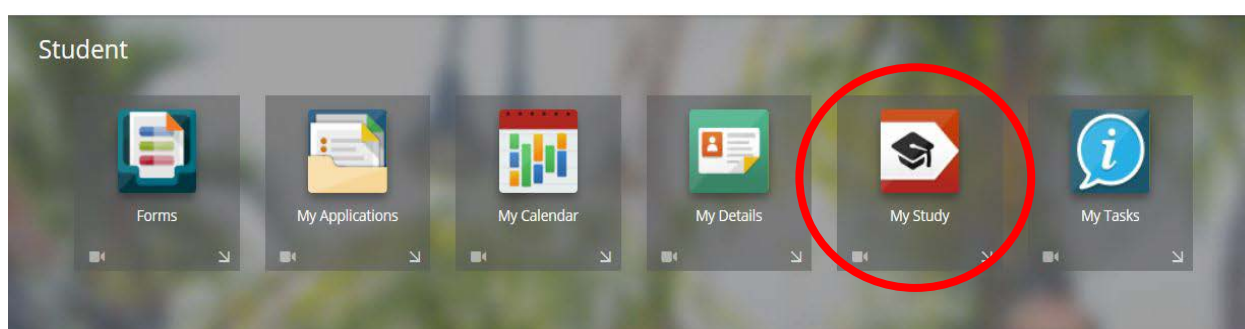


BE WHAT YOU WANT TO BE

[cqu.edu.au](http://cqu.edu.au)

### Request an unofficial transcript

To generate an unofficial transcript, log in to [mycentre.cqu.edu.au](http://mycentre.cqu.edu.au) with your student number and password. Then select 'My Study' from the home page selection menu.



From the 'Manage Your Course' menu, navigate to 'Request a report' and use the side navigation to 'Request' an 'Unofficial Transcript'.

#### Request a report

^ Available reports

##### Unofficial Transcript

An unofficial transcript contains an overview of your study at CQUniversity.

Request

The unofficial transcript will then be delivered to your student email.

An unofficial transcript is an unofficial record of all courses and units studied at CQUniversity.

If you require an official transcript, please visit [www.cqu.edu.au/transcripts](http://www.cqu.edu.au/transcripts).