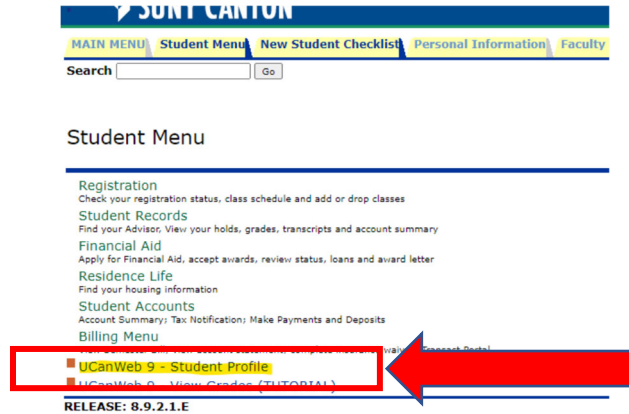# How to access your unofficial transcript

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

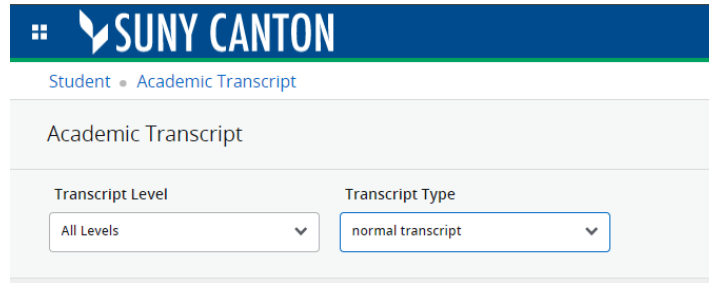## For current students (anyone with an active SUNY Canton email address/NETID):

1) From the UCanWeb login page, Enter Secure Area and login as you would to your email.
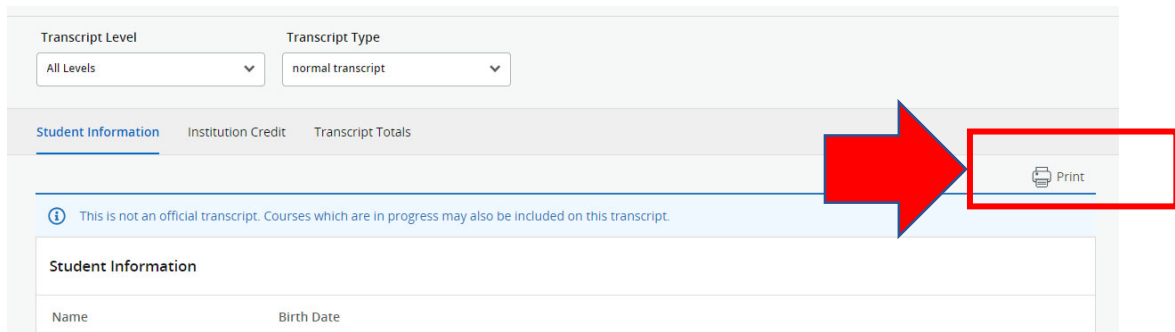2) Go to Student Menu and then UCanWeb 9 – Student Profile

3) Once you go to your student profile, click on Additional Links on the left side, and select Academic Transcript
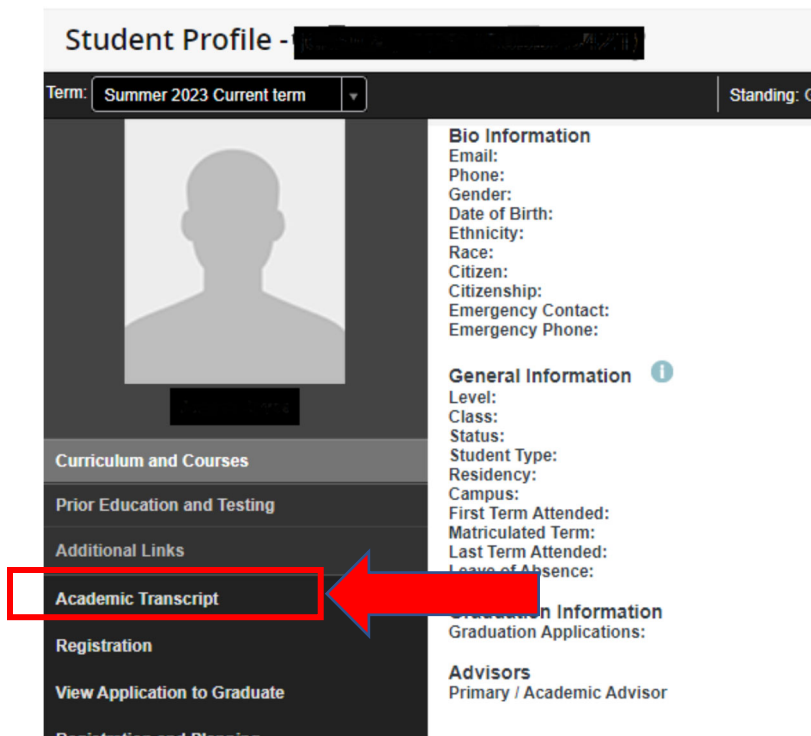
4) On the Academic Transcript page, choose "All Levels" and "normal transcript". Once those are selected, your transcript will populate lower on the page.

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 very LAST link that says "Login for Alumni, Readmit, or Inactive Students"

2) Login there using your 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 PIN button to utilize your security Question and reset your PIN.
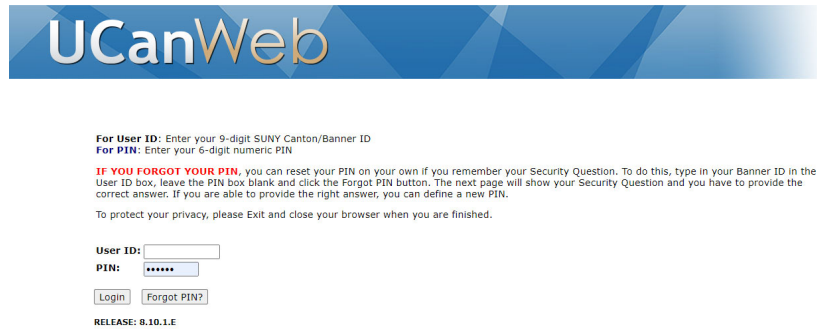
3) Once logged in, go to Student Menu, then Student Records:
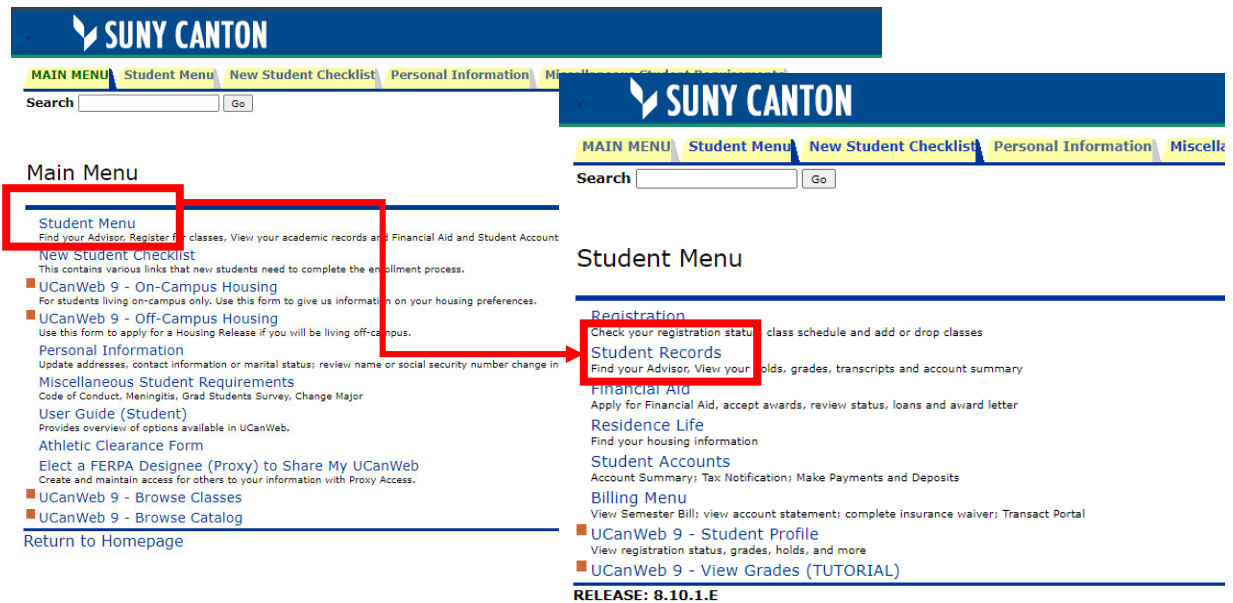
4) On the Student Records page, chosee "View Academic Transcript – For Inactive Students":
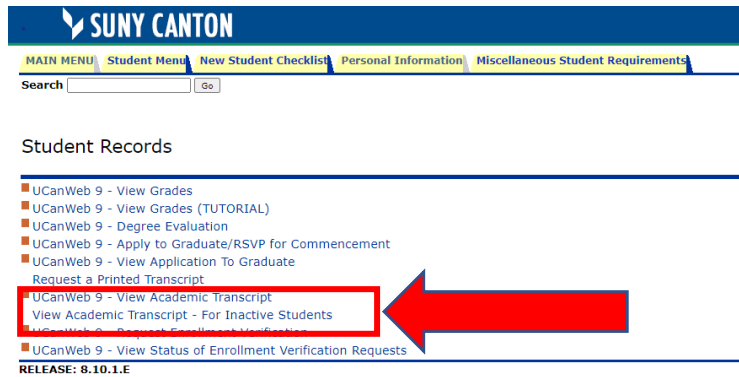
5) Choose All Levels and normal transcript on the Academic Transcript Options page:

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: All Levels
Transcript Type: normal transcript

Submit

[Vi

RELEASE: 8.7.1

6) Once you can access the transcript on-screen, use your browser's print function to print or save to PDF. Only release your academic records to known entities with a legitimate need to see your data.

SUNY CANTON

MAIN MENU | Student Menu | New Student Checklist | Personal Information | Miscellaneous Student Requirements
Search [_____] Go   RE

Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit   Transcript Totals

Transcript Data
STUDENT INFORMATION

Name :
Birth Date:
Curriculum Information

Current Program
Major: Non-Degree

This is NOT an Official Transcript