## How to access your unofficial transcript

<u>Current/continuing students</u> | <u>Inactive students</u> (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.

| Student   Academic Tr | anscript |                   |   |  |
|-----------------------|----------|-------------------|---|--|
| Academic Transcrip    | t        |                   |   |  |
| Transcript Level      |          | Transcript Type   |   |  |
| All Levels            | ~        | 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.

| Franscript Level                                   | Transcript Type   |      |      |
|--|---|------|------|
| All Levels   | ✓ normal transcript ✓   |      |      |
|  |   |      |      |
| udent Information Institutio                       | n Credit Transcript Totals  |      |      |
|  |   | e Pr | rint |
| • This is a set of division                        | ript. Courses which are in progress may also be included on this transcript.                                    |      |      |
| <ol> <li>Inis is not an official transc</li> </ol> |   |      |      |
|  | μ   |      |      |
| Student Information                                | рениции и торина и то |      |      |

## 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.

| Banner®   |
|---|
| Username is your SUNY Canton ID Number or Social Security Number. Password is your 6-<br>digit PIN. Then click Sign In to continue. If you have any questions on your PIN, email the<br>Office of the Registrar at registrar@canton.edu.  |
| SUNY CANTON Username Password Sign In   |
| © 2013-2024 Ellucian Company L.P. and its affiliates. All rights reserved.  |
| This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this<br>[site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more<br>written license agreements between Ellucian and such licensees. |
|   |

3) Once logged in, click on the Academic Transcript link:

| <b>≻</b> SUN | IY CANTON   |
|--------------|---|
|              |   |
|              | Student Services  |
|              | Hello :<br>Welcome to SUNY Canton's UCanWeb system! Select an option by clicking any of the links:<br>student Prome<br>Academic Transcript<br>Hello :<br>Account Summary<br>Account Detail For Term<br>Account Information<br>Account Information<br>Financial Aid<br>If you have any questions, please email the Registrar or call 315-386-7616. |
|              |   |

4) On the transcript page, you typically select Transcript Level: Undergraduate and Transcript Type: Normal Transcript.

| Student • Academic Transcript     |                         |
|-----------------------------------|-------------------------|
| Academic Transcript               |                         |
| Transcript Level                  | Transcript Type         |
| Undergraduate 🗸                   | normal transcript       |
| Student Information Institution C | redit Transcript Totals |

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.