1. Login to the MyUTRGV portal using an approved web browser. Banner 9 Faculty Self-Service is recommended on Chrome web browser.
2. Select the Application ASSIST.
3. Select Faculty and Advising Services.
4. Click on Advising Student Profile.
5. Select the most recent term of enrollment for the student.
6. Enter in the student ID number (or the student email, or the last name followed by first name). Click on View Profile.

7. Click on Academic Record.
8. Enter in the student’s ID number.

9. Select a transcript level and transcript type.
   • The Advising Course History includes transfer credit history, plus UTRGV credits.
   • The Unofficial Transcript reflects all institutional credit and hours earned at UTRGV.

10. The transcript type selected is now rendered for the student indicated.

   **Notes:** Unofficial transcripts will not be signed, stamped, sealed or notarized by University staff. Students in need of formal and/or certified documentation must request an official transcript.