How to Access Transcripts

Step 1  On your home page in BICSI Connect, hover over your name. Click on Universal Profile from the drop-down menu.

Step 2  Click on Transcript

Step 3  Change Active to Completed using the drop-down menu.

Step 4  Click the box with three small dots on the left side of the screen. Choose Run Transcript Report from the drop-down menu.

Step 5  Click the boxes based on the information you would like included on the transcript. Click Run Report.