

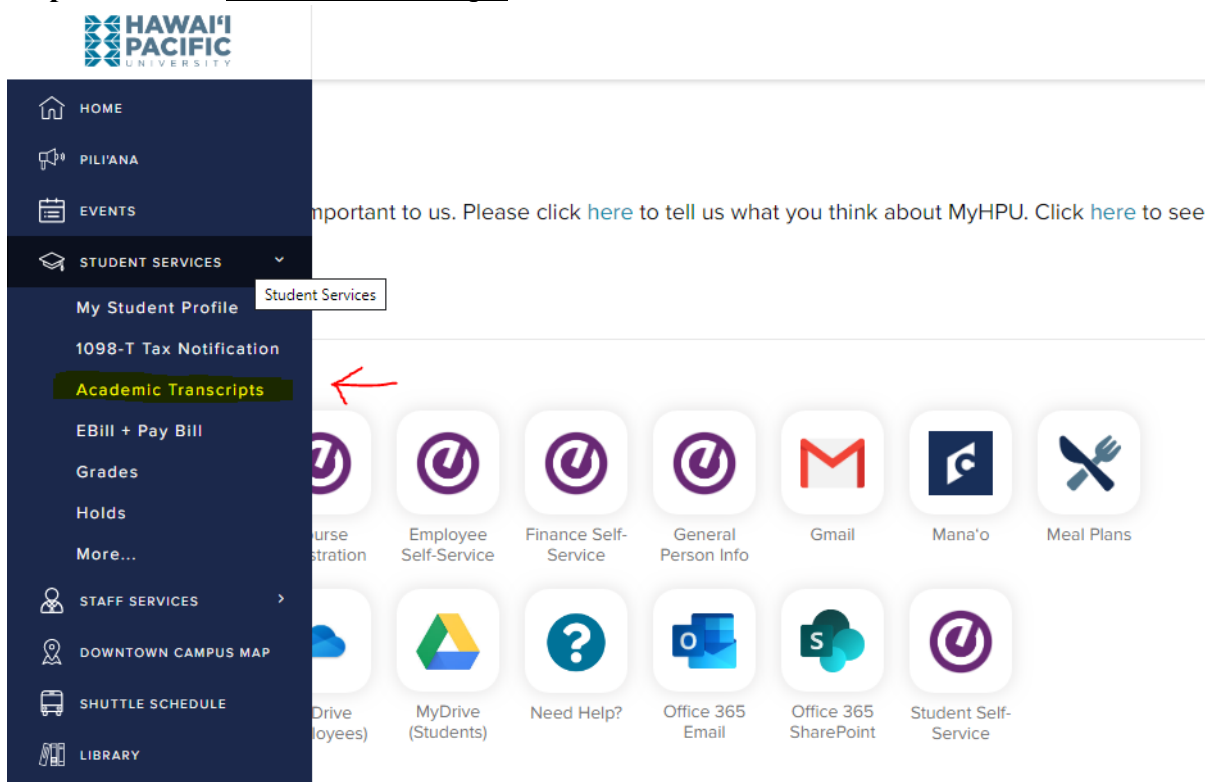


How to Save Unofficial Transcripts

Step 1: Log in to your MyHPU Portal

Step 2: Click on Student Services

Step 3: Click on Academic Transcripts



Step 4: Click on Unofficial Transcripts

Academic Transcripts

Academic Transcript

Select Level Select Transcript

Institution Credit	Transfer Credit	Transcript Totals
Total Institution		
Attempted Hours		GPA Hours
Passed Hours		Quality Pts
Earned Hours		GPA

Ordering Official Transcripts
Order now via Parchment Service

For any further questions or help regarding transcripts please contact us during business hours at: transcripts@hpu.edu, (808) 544-9383

Unofficial Transcripts Printable
[Unofficial Transcripts](#)

Please use the link above, from there you can populate your unofficial transcript

Step 5: Select your Level (undergraduate or graduate) and click on Submit.

- **Note:** Selecting “All Levels” will combine courses you have taken in all degree levels (undergraduate, graduate, or EFP)

Display Transcript - Select Level and Type

Home > Student Services and Financial Aid > Student Records > Academic Transcript



Select the transcript level and transcript type, then click Display Transcript.

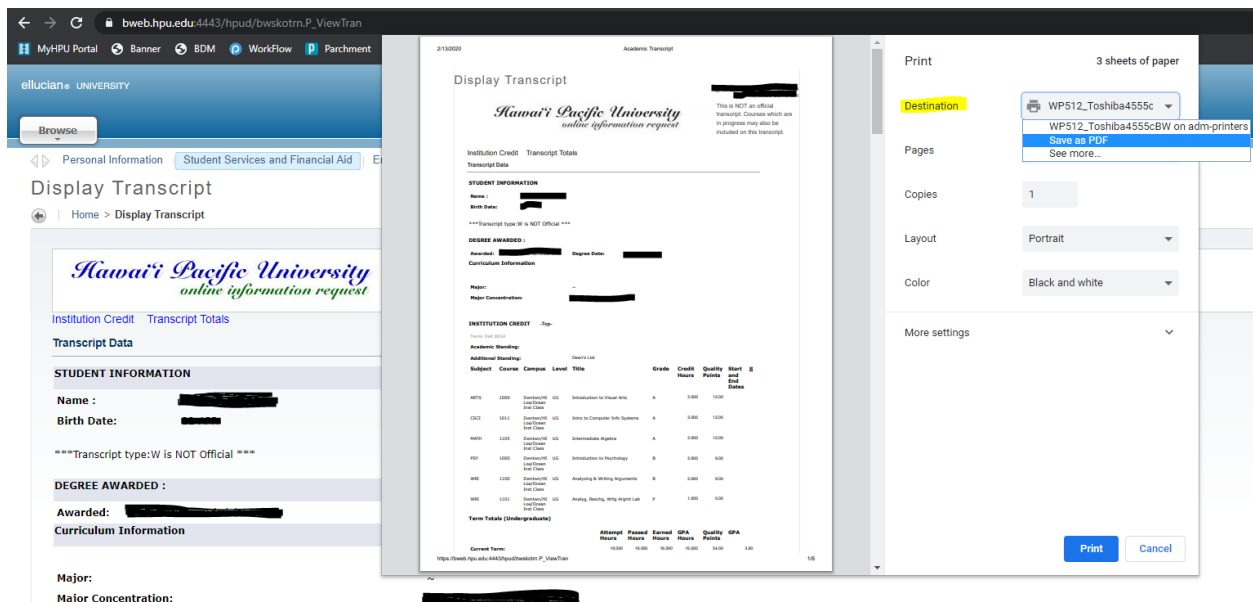
Selecting "All Levels" will combine courses you have taken in all degree levels (undergraduate, gra
separately by level.

Transcript Level:

Transcript Type:

Submit

Step 6: Ctrl + P to open print screen. Then change Printer Destination to Save as PDF.



The screenshot shows the 'Display Transcript' page on the Hawaii Pacific University website. The page displays student information, degree awarded details, and a table of institution credit courses. A print dialog box is open on the right side of the screen, showing the printer destination set to 'Save as PDF'.

Subject	Course	Section	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ARTS	1000	0000000000	UG	Introduction to Visual Arts	A	3.000	10.000	
CSIS	1001	0000000000	UG	Intro to Computer Info Systems	A	3.000	10.000	
ARTH	1000	0000000000	UG	Introduction to Art	A	3.000	10.000	
PSY	1000	0000000000	UG	Introduction to Psychology	B	3.000	9.000	
WRIT	1000	0000000000	UG	Writing & Writing Requirements	B	3.000	9.000	
WRTG	1000	0000000000	UG	Writing, Reading, and English Lab	F	1.000	10.000	