

 Step 1: Log in to your MyHPU Portal

 Step 2: Click on Student Services

Step 3: Click on <u>Academic Transcripts</u>



## Step 4: Click on Unofficial Transcripts

Academic Transcripts Academic Transcript Ordering Official Transcripts Order now via Par ✓ Select Transcript Select Level any further questions or help regarding transcripts please contact transcripts@hpu.edu, (808) 544-9383 during business hours at Institution Credit Transcript Totals Transfer Credit Unoffical Transcripts Printable Total Institution Please use the link above, from there you can populate your unoffical transcript Attempted Hour GPA Hos Quality Pt GPA



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

• 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: All Levels
Transcript Type: Unofficial Web Transcript 🔻
Submit

Step 6:  $\underline{Ctrl + P}$  to open print screen. Then change Printer Destination to <u>Save as PDF</u>.

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