

How to View Unofficial Transcript

1. Login to Self Service. <u>https://selfservice.keyano.ca/SelfService/Home.aspx</u>

Note that for Self Service ONLY, you do not add the "@keyanomail.ca" to the end of your User ID.



2. Select the My Grades.

Home	Course Search	& Regist	tration	My Classes	My Finances	My Grades
Keyano (College Website	Cart	Active	Applications and	Offers	

3. Select Unofficial Transcript on left.

Home	Course Search & Registration		My Classes	My Finances	My Grades		
 Unofficial Transcript		Grade Report					

4. Scroll down to view your grades in each semester, or click on Print Transcript to generate a printable version.

Keyano College - Main C	Campus		
Course	Title		S
ENGL 298	Intro Write Non-Fict		L
	Attempted Credit	Earned Credits	
Term:	6.00	6.00	
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Overall: 2006 Fall (8/28/2006 Kevano College - Main C	56.00 5 - 12/21/2006) Campus	56.00	
Overall: 2006 Fall (8/28/2006 Keyano College - Main C	56.00 5 - 12/21/2006) Campus	56.00	Cult
Overall: 2006 Fall (8/28/2006 Keyano College - Main C Course ENGL 295	56.00 5 - 12/21/2006) Campus Title Intr Writing Fiction	56.00	Sub
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Remember to log out of Self Service and close the browser when you are finished.