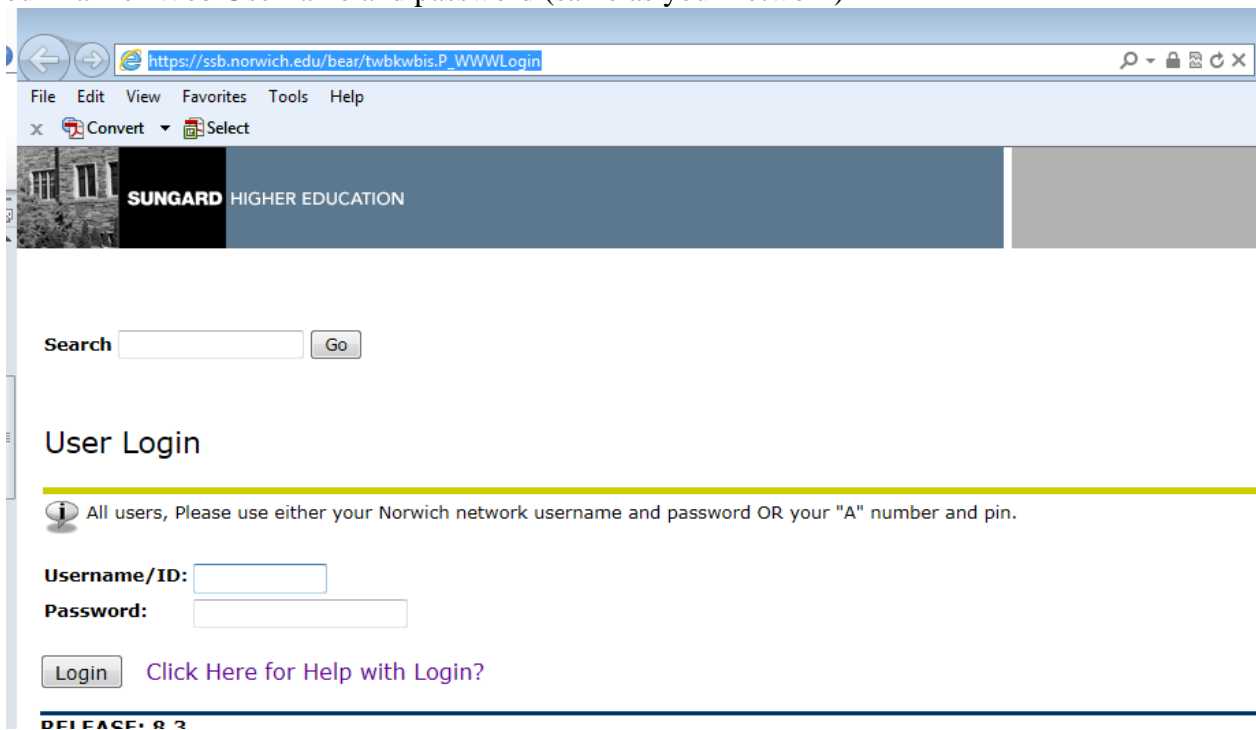
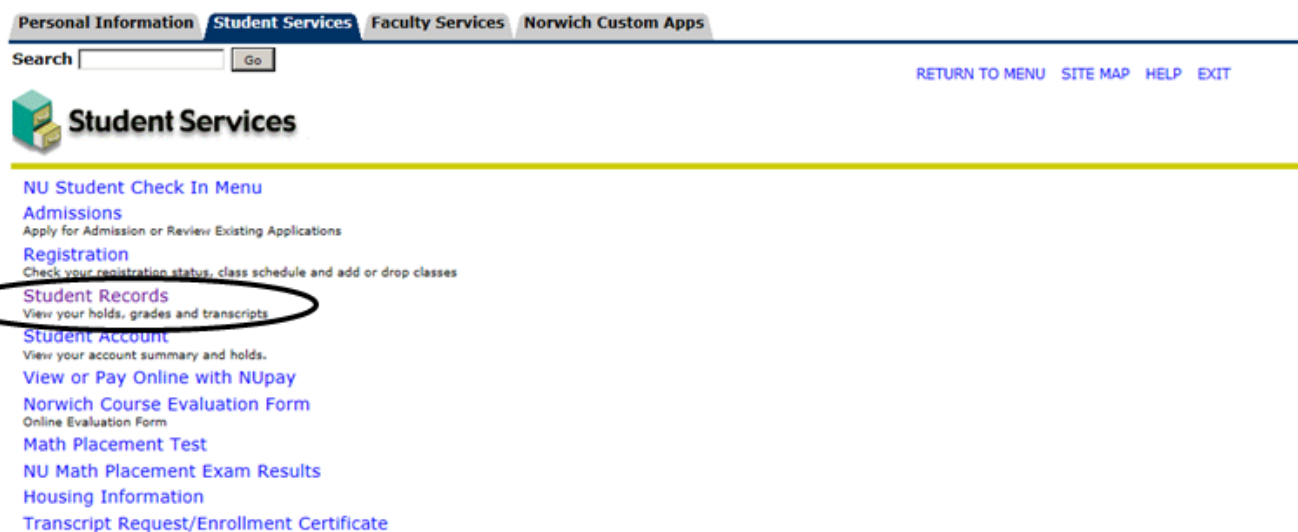


Student Instructions for Accessing Unofficial Transcript in Banner Web

1. From mynorwich.edu click on Banner Web
2. Enter your Banner Web Username and password (same as your network)

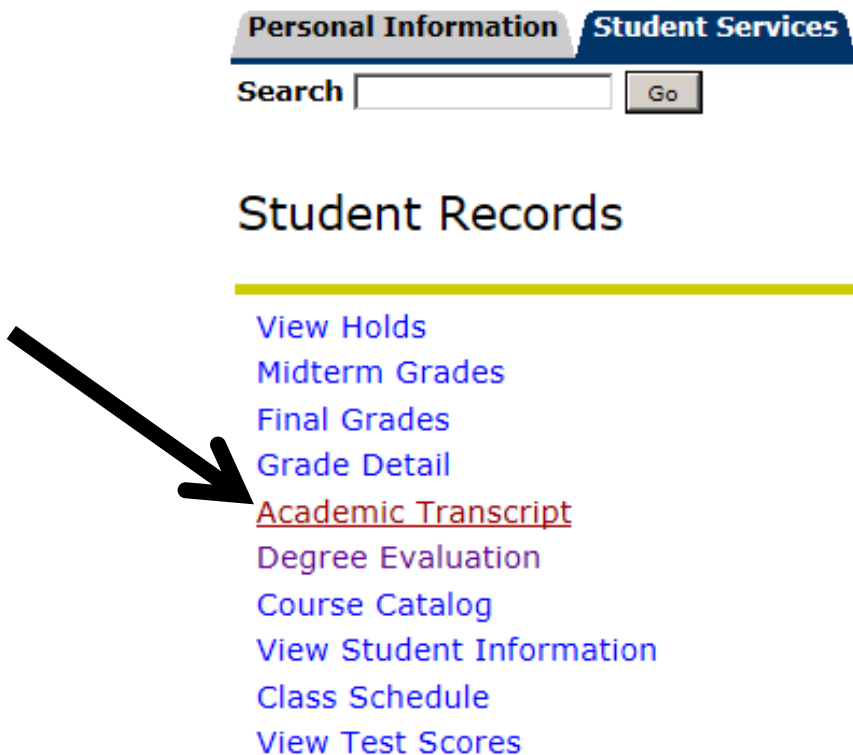


3. Once you log in, click on the Student Services tab, then Student Records



Student Instructions for Accessing Unofficial Transcript in Banner Web

4. Click on Academic Transcript



The screenshot shows the Banner Web interface. At the top, there are two tabs: "Personal Information" and "Student Services". Below the tabs is a search bar with the text "Search" and a "Go" button. Underneath the search bar is the heading "Student Records". A yellow horizontal line separates the heading from a list of menu items. A black arrow points to the "Academic Transcript" link, which is underlined in red. The other menu items are: "View Holds", "Midterm Grades", "Final Grades", "Grade Detail", "Degree Evaluation", "Course Catalog", "View Student Information", "Class Schedule", and "View Test Scores".

5. On the next screen the drop down lists should default to all levels and unofficial for advising, if this does not occur, make changes then click Display Transcript

Student Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Unofficial For Advising

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