Student Instructions for Accessing Unofficial Transcript in Banner Web

1. From [mynorwich.edu](http://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
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4. Click on Academic Transcript

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