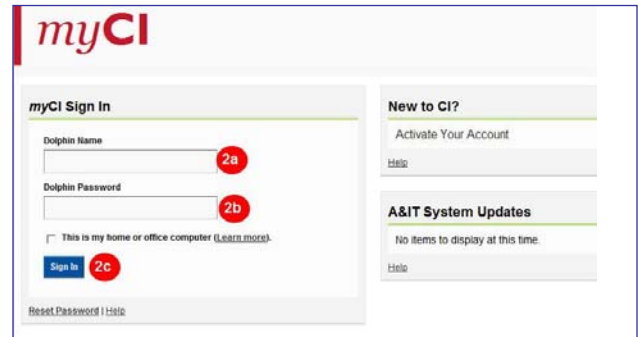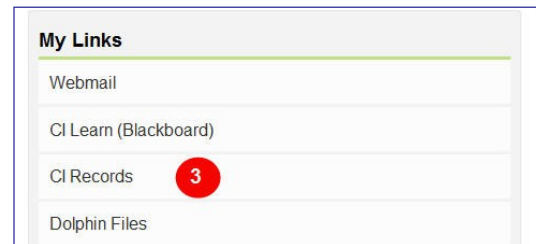# How to View Your Unofficial Transcript

CI Records includes access to enroll in classes, view your class schedule, view your registration appointment times, view your CI Academic Requirements Report (CARR), view your grades, and update personal contact information on file with the university. You can also request a copy of your own unofficial transcript.

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:
   a. Enter your Dolphin Name* (ex. first.last###)
   b. Enter your Dolphin Password*
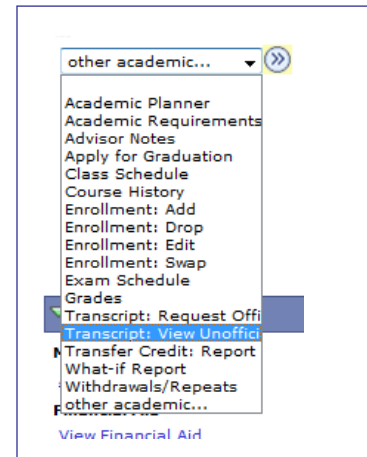   c. Click on "Sign in" to log in.
   *Both are case sensitive.
   Note: New students must click on the "Activate Your Account" link and follow the instructions from there.

3. Once you are logged into myCI, click on **CI Records** in the *My Links* section. Then, navigate to your Student Center.
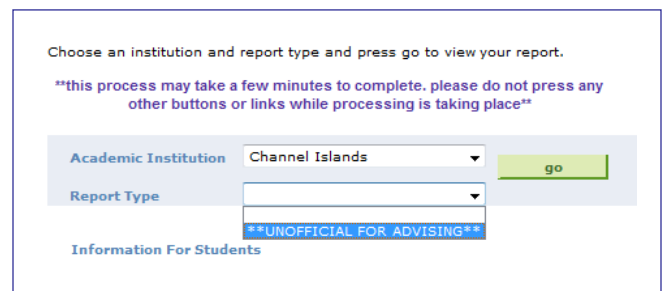
4. Once you are in the Student Center, in the Academics section, use the drop down menu to select
   "Transcript: View Unofficial" and click on the icon next to it.

5. On the View Unofficial Transcript page, use the drop down menu to select the report type "Unofficial for Advising" and then click on "Go". This will produce results for you.

For assistance with understanding your academic records,
please visit your Academic Advisor.

To Request an Official Transcript, please visit the web site for instructions:
https://www.csuci.edu/registrar/official-transcript.htm