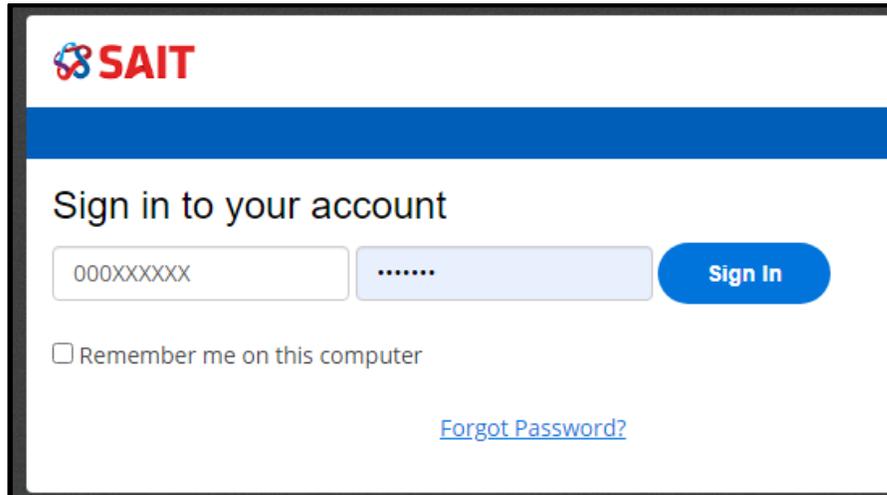


This guide explains how to retrieve an unofficial transcript via self-serve in your MySAIT account.

## MySAIT

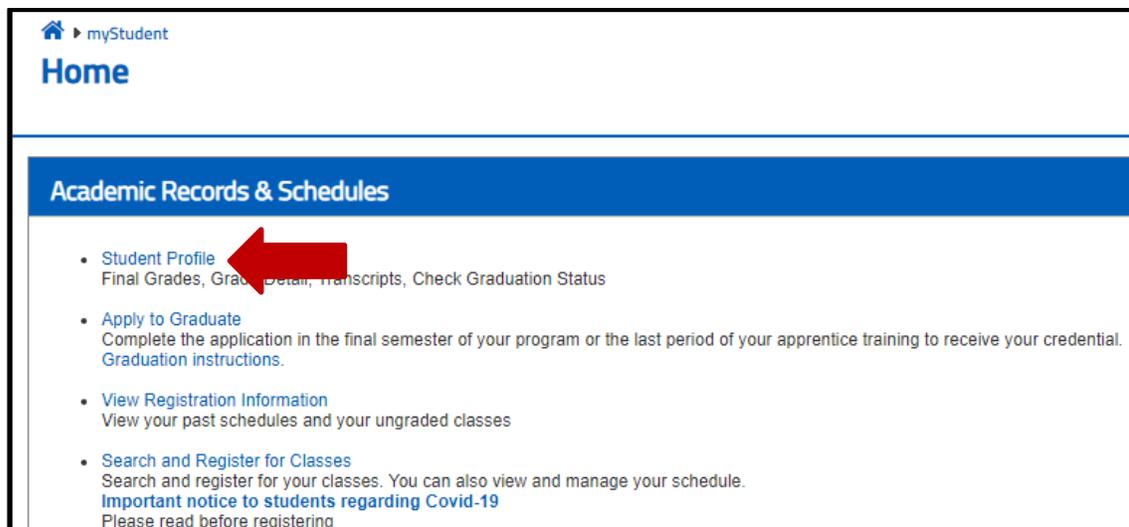
1. The first step is to log in to your **MySAIT** account in [www.mysait.ca](http://www.mysait.ca)
2. Enter your SAIT ID # and password, and click **sign in**



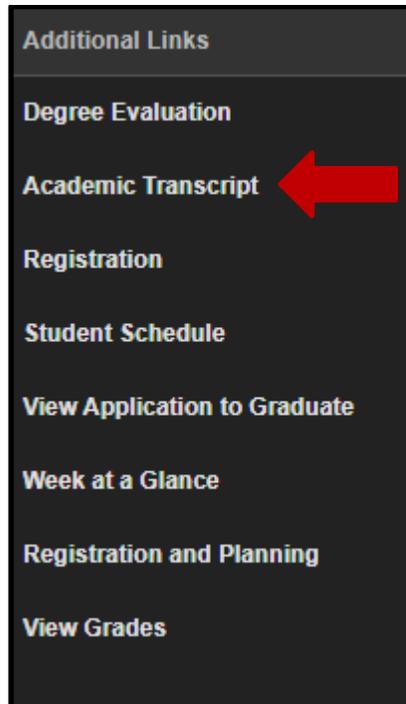
3. The next step is to select the **myStudent** tab



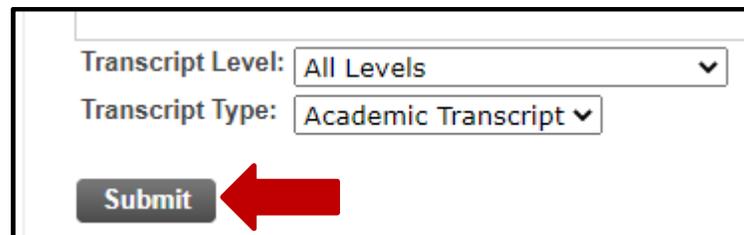
4. Please click on **Student Profile**



5. The next step is to select **Academic Transcript** on your left

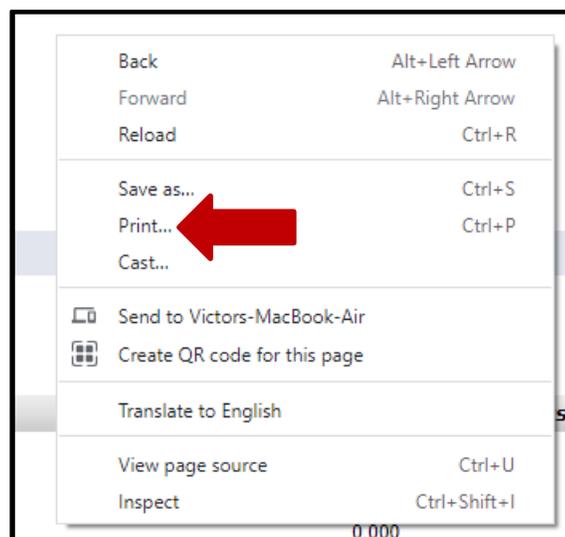


6. Click **submit**

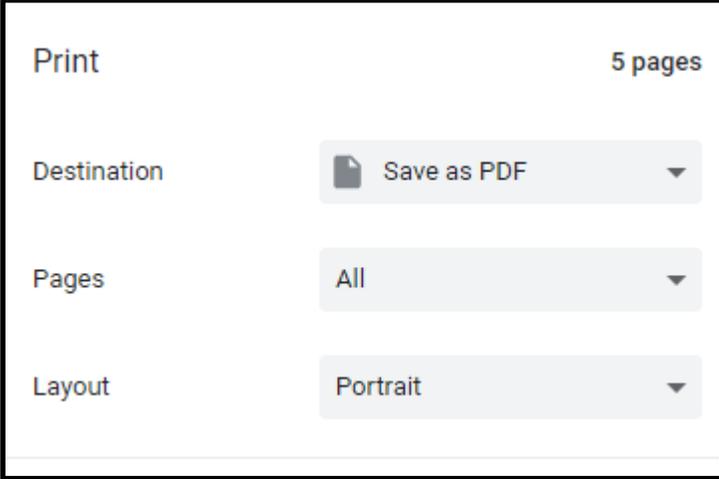


7. Your unofficial academic transcript will display on your screen

8. **Right click** on the screen and select **Print**



9. You can print the unofficial transcript or save it as a PDF file



The image shows a print dialog box with the following elements:

- Print** (header text)
- 5 pages** (page count)
- Destination:** A dropdown menu with a document icon and the text "Save as PDF".
- Pages:** A dropdown menu with the text "All".
- Layout:** A dropdown menu with the text "Portrait".