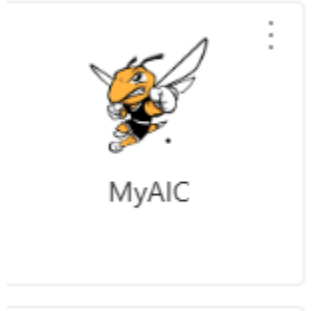
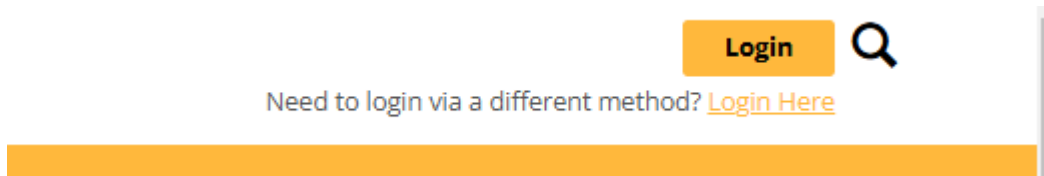


From phone:

Log into MyApps and click on the MyAIC portal:



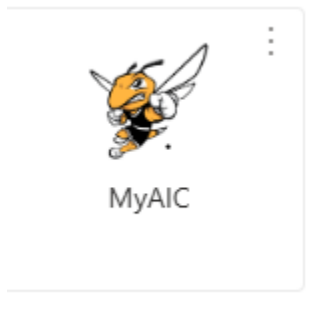
Log in on the far-right side of your screen:



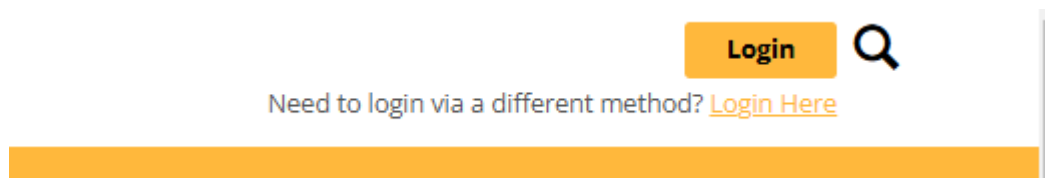
Once logged in, use the search option and type in either unofficial transcript or degree audit. Then follow the instructions below to print the document(s).

From Laptop: Print Unofficial Transcript

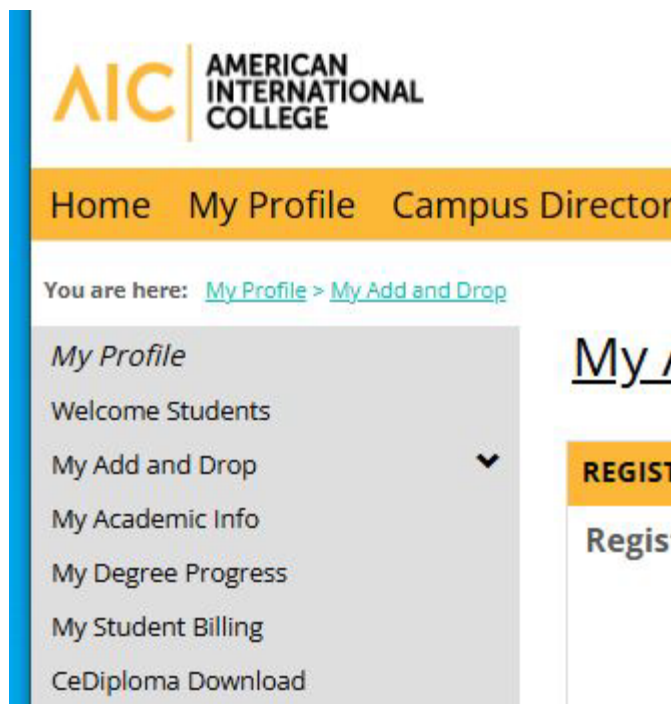
Log into MyApps and click on the MyAIC portal:



Then log in on the far-right side of your screen:



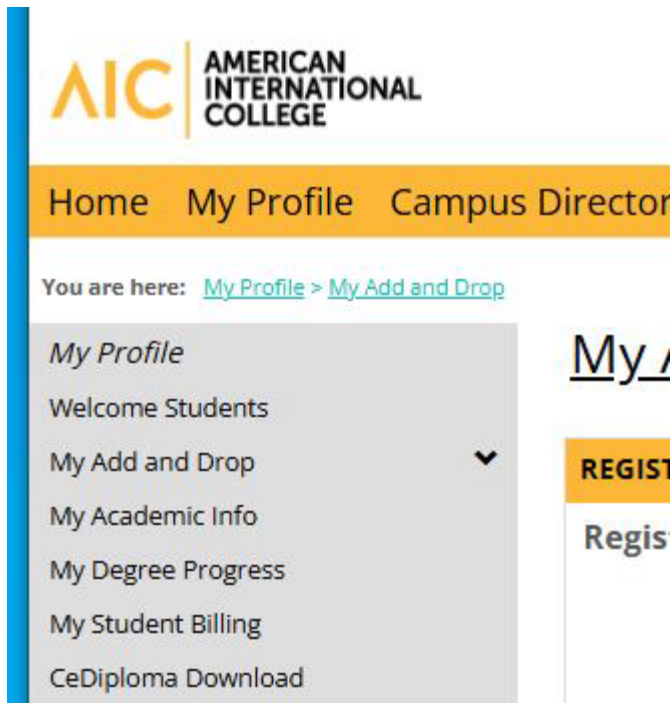
Click on Profile on the gold bar and on the far-left side of your screen, and click **My Academic Info**



Next, scroll to the middle of the page and you click View Unofficial Transcript. To print it, scroll to the bottom of your unofficial transcript and click: **Printer Friendly Custom Unofficial Transcript**

Print Degree Audit:

Using the same instructions as above, go to the left side of your portal screen and select **My Degree Progress:**



Scroll to the bottom of your requirements summary and click **View All Details**

Requirements Summary	
Name	Status
Overall	✘ Not Met
Gen Ed Requirements	✘ Not Met
Management	✘ Not Met

[View All Details](#)

*Note: This is a sample; your major will appear where you see 'Management' on the above screen shot.

Scroll again to the bottom of your degree audit and click **'Full Degree Audit Report'**

[Full Degree Audit Report](#) 

At the top of your unofficial transcript, right hand side, you can either print or download it.