

Accessing Unofficial Transcripts through Student Planning

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1. Log in to your MyRedlands account but do not go to Moodle.
 2. Instead, locate and click on *Student Planning* on the black bar at the top of the MyRedlands page.
 3. Sign in to Student Planning using your Redlands credentials, but do not include the “@redlands.edu” in your username.
 4. Once you are signed in, select *Student Planning*.
 5. Then select the *Academics* icon (looks like a graduation cap) on the grey bar to the left.
 6. Select *Student Planning*
 7. Then Select *Unofficial Transcripts* and your program. All of your grades and courses will appear with your full name.