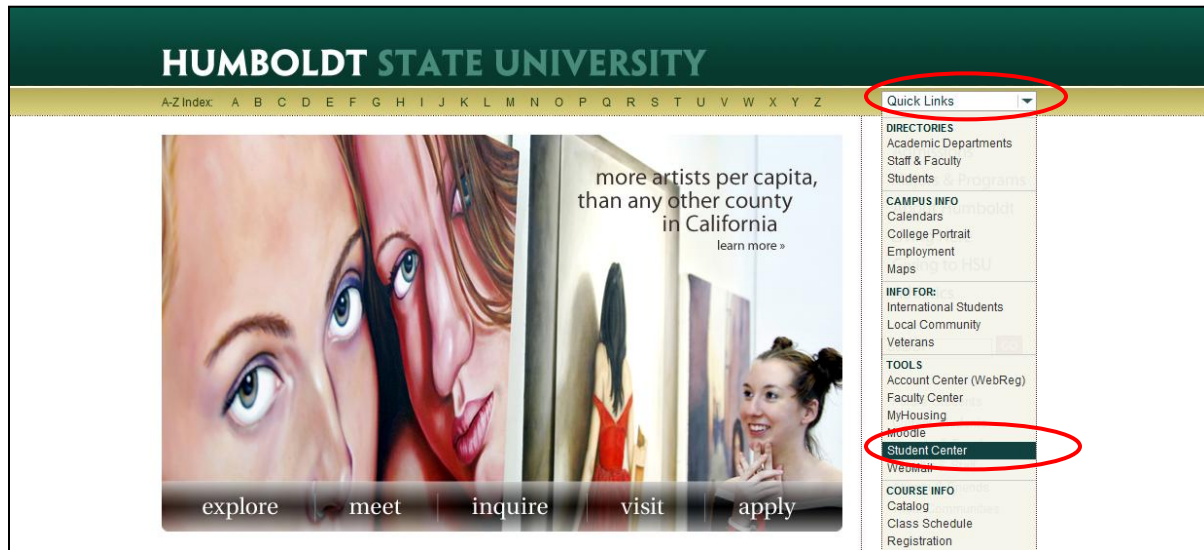


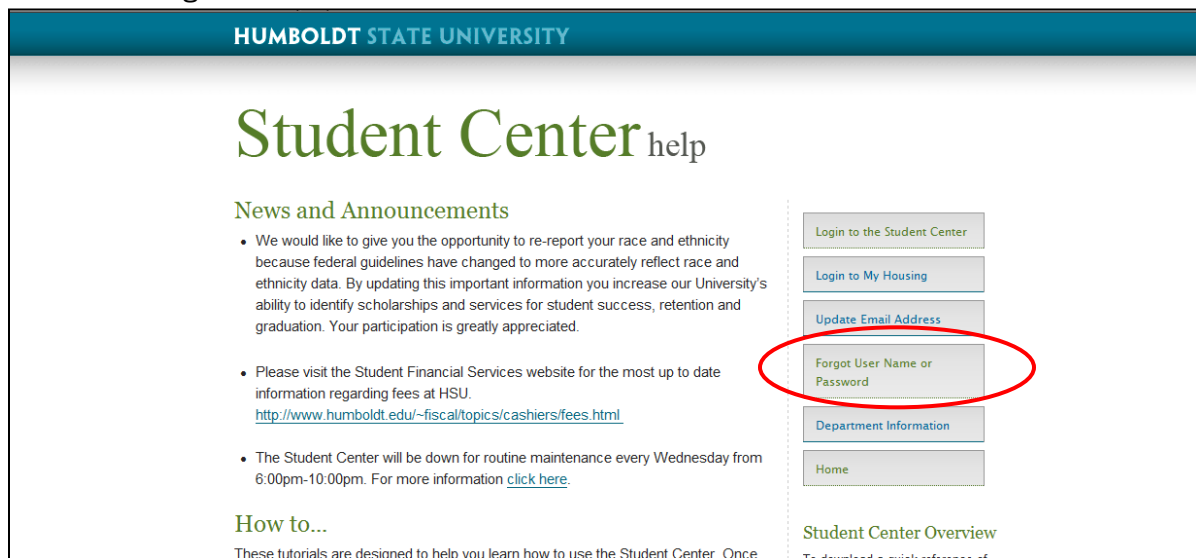
How to Obtain Unofficial Transcripts

1. Go to the Humboldt State University home page - <http://humboldt.edu/>

2. Scroll over Quick Links then click on Student Center



3. Click on Forgot User Name or Password



4. Click on Click Here to retrieve your User Name (this will also provide your Student ID Number)

HUMBOLDT STATE UNIVERSITY

Student Center Help

[Department Info](#) [Login to Student Center](#) [Forgot HSU User Name & Password](#)

Attention: The Student Center will be down for routine maintenance every Wednesday from 6:00pm-10:00pm. For more information [click here](#).

Help with User Name and Password

Should you need assistance in resetting your password, locating your username, or have a question regarding the Student Center in general please contact the HSU help desk for assistance.

[Click Here to retrieve your User Name](#)


[Click Here to retrieve your Password](#)

Contact the HSU Help Desk
Phone: 707.826.HELP(4357)

Student Center Overview

To download a quick reference of the Student Center [click here](#).

Watch this [demo](#) to get a general overview of the Student Center.



5. Enter your personal information and click on Submit

HUMBOLDT STATE UNIVERSITY

Humboldt State University Account Center

Forgot your User Name?

In order for us to recover your HSU User Name we need to confirm your identity. Please answer the following questions, and then press Submit.

* Enter your First Name:(not case sensitive)	<input type="text" value="lima"/> No quotes or hyphens
* Enter your Last Name: (not case sensitive)	<input type="text" value="Lumberjack"/> No quotes or hyphens
* Enter your Birth Date (MM/DD/YYYY):	<input type="text" value="01/01/1970"/> ex. 01/21/1980
* Enter your 9 digit HSU ID or the last 5 digits of your SSN +	<input type="text" value="55555"/>

Notes:

- * Indicates field is required
- + SSN: Social Security Number

6. This will give you your HSU User Name and your HSU ID Number (also known as Student ID #)

HUMBOLDT STATE UNIVERSITY

**Humboldt State University
Account Center**

Forgot your User Name?

Your HSU User Name is _____ and your HSU ID Number is _____

- [Student Center](#)
- [Forgot Your Password?](#)
- [Web Reg](#)

7. Return to the Student Center help page, and click on Click Here to retrieve your Password

HUMBOLDT STATE UNIVERSITY

Student Center Help

[Department Info](#) [Login to Student Center](#) [Forgot HSU User Name & Password](#)

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[Click Here to retrieve your User Name](#)


[Click Here to retrieve your Password](#)

Contact the HSU Help Desk
Phone: 707.826.HELP(4357)

Student Center Overview

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Watch this [demo](#) to get a general overview of the Student Center.



8. Enter your HSU User Name and click on Submit

HUMBOLDT STATE UNIVERSITY

**Humboldt State University
Web Information System**

HELP EXIT

Forgot your password?

You can use this tool to set your password if you have never set one or change it if you have forgotten. You will be prompted to answer security questions to verify your identity. Please be aware that the Forgot Password process is time sensitive and will timeout if you do not respond to a question within 5 minutes.

Note: Do not use the Back button. It will cause problems and you'll have to start over!

HSU User Name Forgot Your HSU User Name? [click Here](#)
ex. abc123

or

HSU-ID:
ex. 999999999

9. Enter your Birth Date and click on Submit

HUMBOLDT STATE UNIVERSITY
Humboldt State University
Web Information System

HELP EXIT

Forgot your password?

Hello
Not you? [click Here.](#)

Enter your Birth Date (MM/DD/YYYY)
ex. 01/14/1991

10. Set up or confirm the requested security information to verify your identity.

11. Enter your HSU User Name password and click on Set Password

HUMBOLDT STATE UNIVERSITY
Humboldt State University
Web Information System

Financial Aid Personal Information Account Tools

RETURN TO MAIN MENU HELP EXIT

Set your HSU User Name password

Warning: Never send your password to anyone by Email
HSU will NEVER ask you to send us your password by email. If you get an email asking for your password that looks like it came from HSU it is a [phishing scam](#). Do not reply to such an email. When in doubt, contact the Help Desk at 826-4357 (HELP) or help@humboldt.edu.

Your HSU User Name is:

By activating/using this account, you understand that the use of these resources are governed by the "Humboldt State University Appropriate Use Policy" contained in "Guidelines for Responsible Computing at Humboldt State University." The AUP can be found on [the ITS website](#).

Set Your HSU User Name password.
To set or change your HSU User Name password enter it below (2 times) and click Set Password

Passwords must :

- be a minimum of 8 characters long
- not be more than 30 characters long.
- not contain your first or last name
- **not** contain your HSU User Name

Must contain all three of the following:

- at least one alpha character a-z upper/lower case
- at least one digit 0-9
- at least one special character. #%*+.-, /:=?^

• Note: The following characters are NOT supported.
@![]\$%&()*~<>!

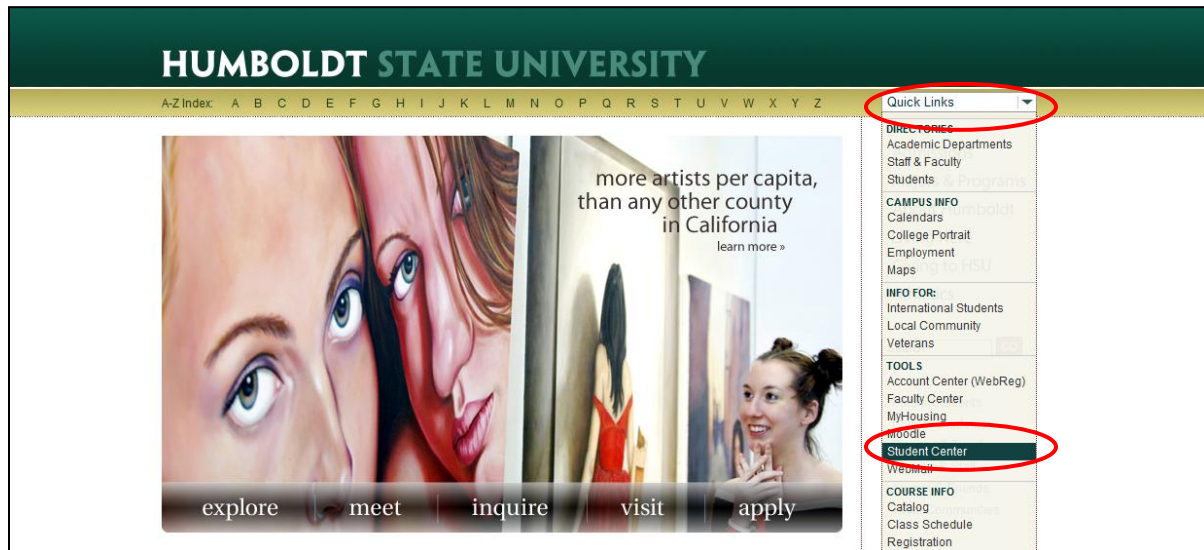
New Password:

Re-enter Password:

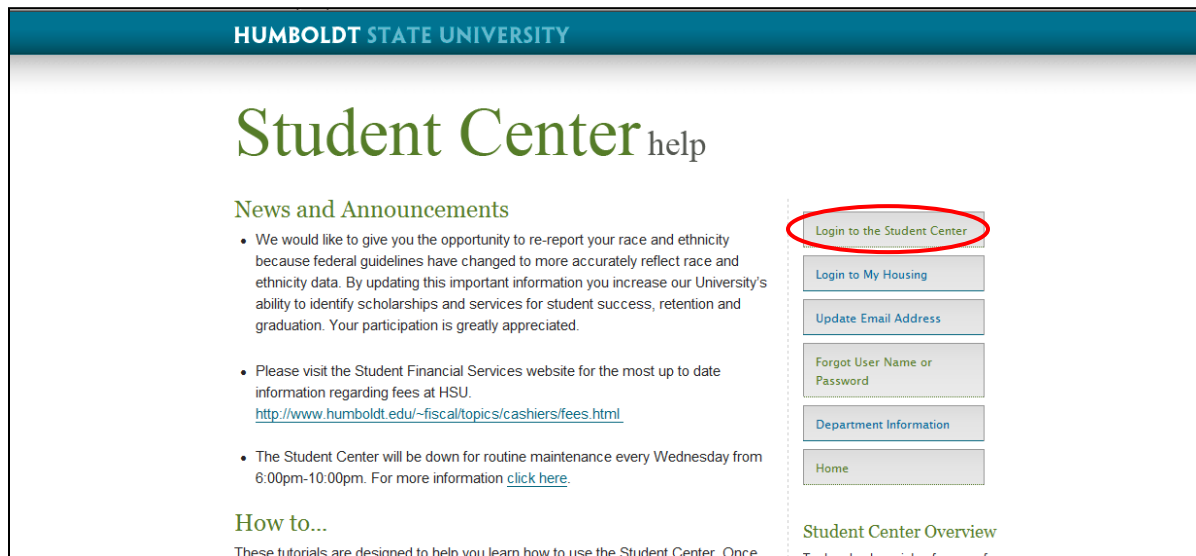
Please be patient; Only click ONCE!
This may take several minutes to complete

12. Return to the Humboldt State University home page - <http://humboldt.edu/>

13. Scroll over Quick Links then click on Student Center



14. Click on Login to the Student Center



15. Sign in using your HSU User Name and Password

HUMBOLDT STATE UNIVERSITY

UserName:

Password:

[Sign In](#)

[Forgot your User Name?](#)

[Forgot your Password?](#)

16. Click on Self Service

HUMBOLDT STATE UNIVERSITY

Home | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) [Help](#)

Menu

Search:

- CSU SA Baseline
- Humboldt CS Customization
- Self Service**
- Curriculum Management
- Student Center Help

17. Click on View Unofficial Transcript

HUMBOLDT STATE UNIVERSITY

Home | Add to Favorites | Sign out

Self Service

Navigate to your self service information and activities.

- Student Center**
Use the student center to manage school related activities.
- Enrollment**
View appointments, plan and enroll in classes, view student and exam schedules.
 - [Enrollment Dates](#)
 - [My Class Schedule](#)
 - [Enrollment: Add Classes](#)
 - [5 More...](#)
- Campus Finances**
View your account, make an electronic payment, view and accept your financial aid awards.
 - [Account Inquiry](#)
 - [Make a Payment](#)
 - [Accept/Decline Awards](#)
 - [View Financial Aid](#)
- Campus Personal Information**
Maintain your personal information and review holds and to do's pending to your record.
 - [Addresses](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [4 More...](#)
- Academic Records**
View grades and advisors and request transcripts and verification reports.
 - [View My Grades](#)
 - [View Unofficial Transcript](#)**
 - [View My Awards](#)
 - [Request Enrollment Verification](#)
- Student Admission**
Apply for admission and check your application status.
 - [Accept Admission](#)
 - [Application Status](#)

18. Select Unofficial Transcript and click on go

The screenshot shows the Humboldt State University website interface. On the left is a navigation menu with categories like 'Self Service', 'Academic Records', and 'Transfer Credit'. The 'View Unofficial Transcript' option is highlighted in blue. The main content area is titled 'View Unofficial Transcript' and contains a form with the following fields: 'Academic Institution' (Humboldt State University), 'Report Type' (Unofficial Transcript), and a 'go' button. A red circle highlights the 'go' button. Below the form is a green button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED'. The page also features a search bar at the top and bottom.

19. You may now view and print your unofficial transcript