how to obtain Unofficial Transcripts

The online student portal requires your HSU User Name and password. Steps 1-7 outline how to retrieve your HSU User Name and reset your password. If you already know your HSU User Name and password, please proceed to Step 8.

1. Go to the Humboldt State University homepage: www.humboldt.edu

2. Scroll over Quick Links and select myHumboldt.

3. Click on Forgot Your User Name.
4. Enter your personal information and click on submit.  

**NOTE:** If you attended campus prior to 1991, enter MM/01/YYYY for your birthday (e.g. a birthday of 06/17/1953, would be entered as 06/01/1953).

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

6. If you do not remember your password, click on Forgot Your Password, then confirm the requested security information to verify your identity.
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7. Enter your new HSU password and click on Set Password.


9. Scroll over Quick Links and select myHumboldt.
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10. Sign in using your HSU User Name and Password.

11. Select the Academics tab, then click on View Transcript.
12. Select Unofficial Transcript, then click on view report.

13. Your unofficial transcript will pop up in a separate window. (Please check your Internet browser’s pop-up settings if a separate window does not appear.) You may now view and print your unofficial transcript.