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)

5. Enter your personal information and click on Submit
6. This will give you your HSU User Name and your HSU ID Number (also known as Student ID #)

6. Click Here to retrieve your User Name

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

8. Enter your HSU User Name and click on Submit
9. Enter your Birth Date and click on Submit

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
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

16. Click on Self Service

17. Click on View Unofficial Transcript
18. Select Unofficial Transcript and click on go

19. You may now view and print your unofficial transcript