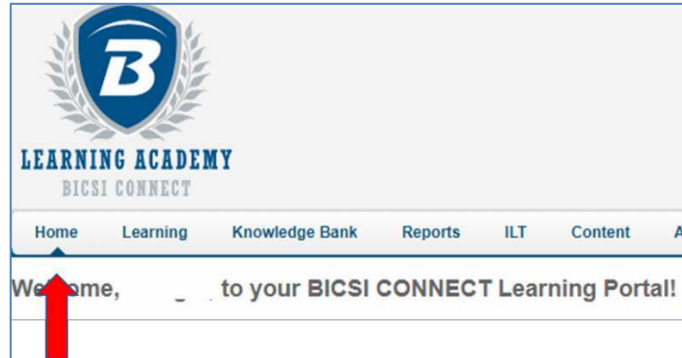
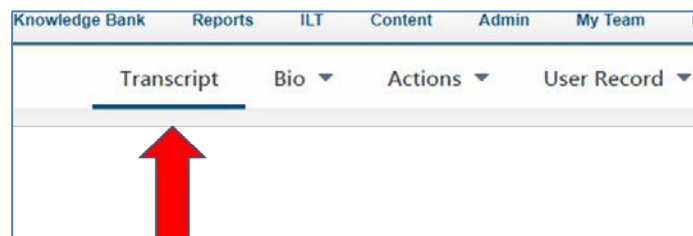


How to Access Transcripts

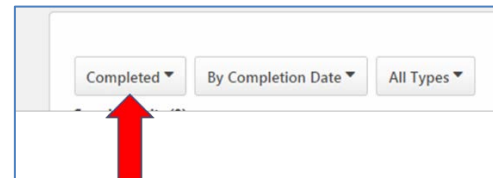
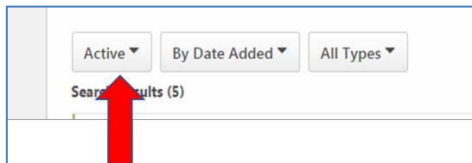
Step 1 On your home page in BICSI Connect, hover over your name. Click on Universal Profile from the drop-down menu.



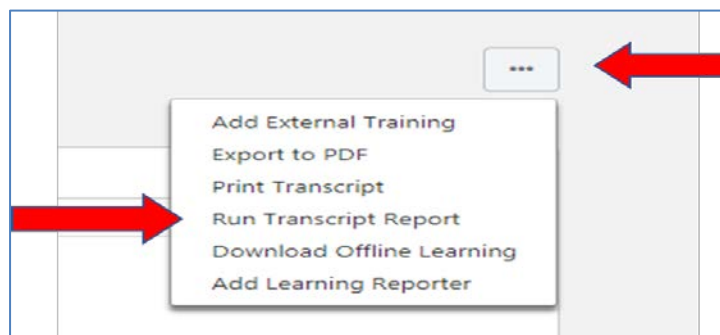
Step 2 Click on Transcript



Step 3 Change Active to Completed using the drop-down menu.



Step 4 Click the box with three small dots on the left side of the screen. Choose Run Transcript Report from the drop-down menu.



Step 5 Click the boxes based on the information you would like included on the transcript. Click Run Report.