

Requesting Transcript Reports in GUS

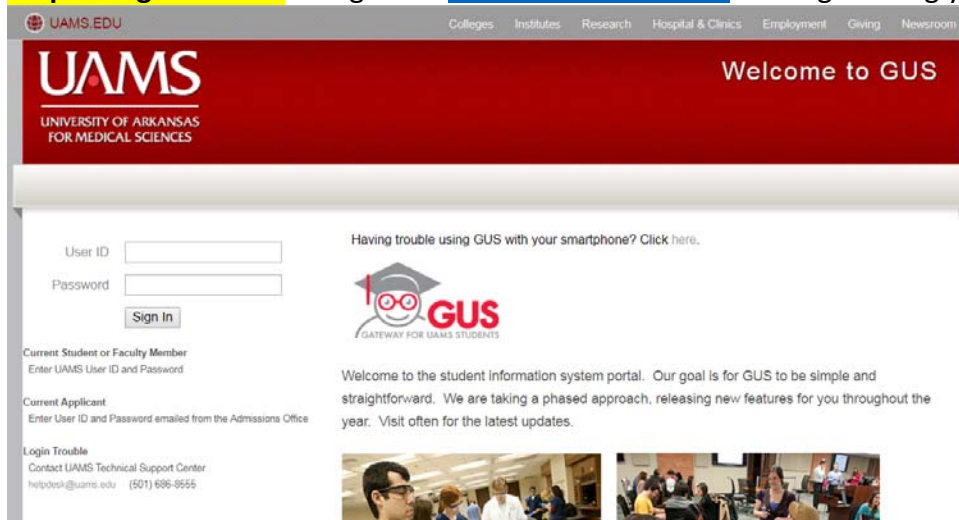
Revised 6-20-2018

Overview

Some UAMS administrative users have the ability to request transcript reports in GUS. Only University Registrar staff have the ability to generate regular official transcripts, but other users may have the ability to generate unofficial transcripts. Students also have the ability to generate unofficial transcripts directly in GUS, so it is not recommended that administrative staff request unofficial transcripts on a student's behalf.

The following instruction guide provides information about the basic process for requesting individual transcripts in GUS, and is intended for departmental users.

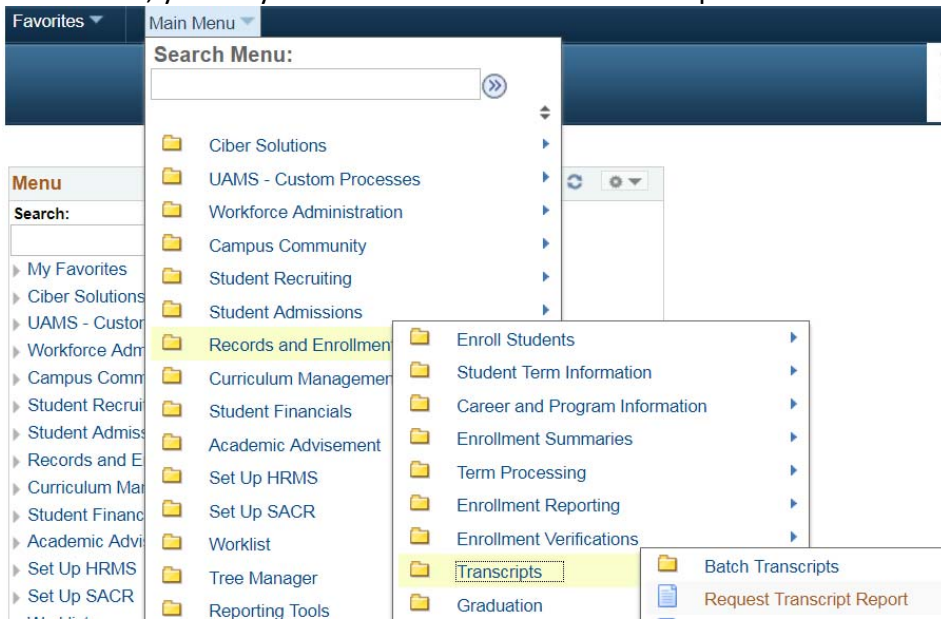
Step 1: Log into GUS. Navigate to <https://gus.uams.edu> and log in using your UAMS Domain ID and password:



Step 2: Select "Access to GUS." At the main GUS portal page, click the "Access To Gus" link to enter the system and access service indicators.



Step 3: Navigate to Transcripts. Using the path shown below, navigate to the *Request Transcript Report* page. Remember, you may not have all of the same menu options as shown in the screenshot.



Step 4: Add a New Value. This part is kind of tricky. When you navigate to *Request Transcript Report*, you'll arrive at the following screen. DO NOT enter student information here—it usually won't provide what you need. Rather, click the "Add a New Value" tab.

Request Transcript Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Report Request Nbr:

ID:

Academic Institution:

Transcript Type:

Step 5: Transcript Request Header. Once you have clicked the “Add a New Value” tab on the screen above, you’ll come to the “Transcript Request Header” tab. You’ll only need to complete the items in the first section that include an asterisk (*), as shown in the screenshot below:

[Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#)

Report Request Nbr: 000000000 Request Date: 06/20/2018 User ID: EverhartClintonD

Request Attributes

*Institution: UAMS

*Transcript Type: Unofficial Transcript - All

Freeze Record
 Override Service Indicator

Number of Copies:

Future Release:


Academic Career:

Term:

NOTE ABOUT HOLDS/SERVICE INDICATORS: If a student has a transcript service indicator (hold), the report will not generate unless you click the “Override Service Indicator” checkbox. This option should not be used to override a hold and generate a transcript for a student. It allows some users the ability to override a hold for purposes of their regular work. If you aren’t sure whether or not a student has a hold, you can always proceed to the next steps; the system will alert you if a hold exists, and you can return to the “Transcript Request Header” tab to click the check box.

Step 6: Transcript Request Detail. Once you have included the information on the first tab as shown in the previous screen shot, you’ll click the “Transcript Request Detail” tab as shown in the screenshot below. This is an important time to note that when you request a transcript, you are technically asking GUS to run a “report” in the system. You are not accessing a static document; you are running a report that creates the transcript report in real time.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Transcripts](#) > [Request Transcript Report](#)



[Transcript Request Header](#) | **[Transcript Request Detail](#)** | [Report Messages](#)

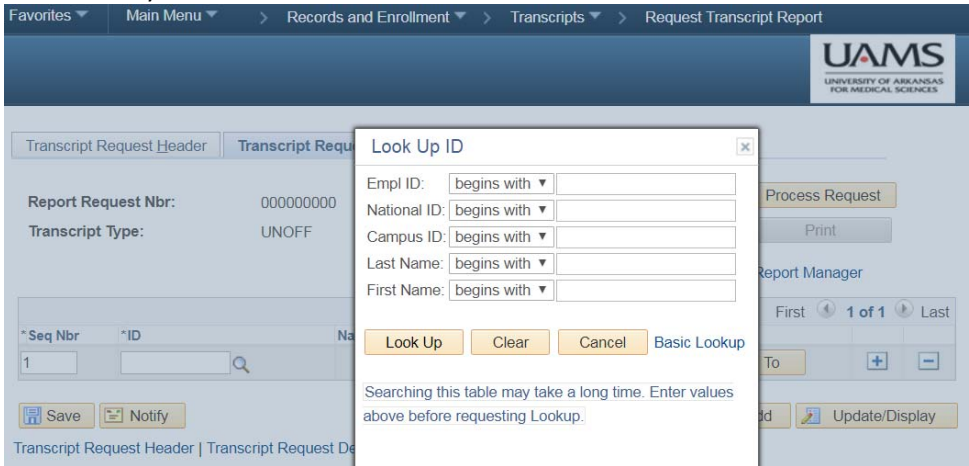
Report Request Nbr: 000000000 On Request [Process Request](#)
 Transcript Type: UNOFF Unofficial Transcript - All [Print](#)
[Report Manager](#)

*Seq Nbr	*ID	Name		
1	<input type="text"/>		Send To	<input type="button" value="+"/> <input type="button" value="-"/>

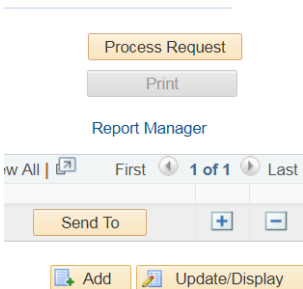
[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#)

Step 7: Select Your Student. On this page, you'll enter the information for the student whose transcript is being requested. You can directly enter the student's UAMS ID in the ID field, or if you don't know the student's ID, you can click the look-up (spyglass) next to the field and it will allow you to search by name (see screenshot):



Step 8: Process Request. Once you have entered the student information, it's time to process the request. To do this, click the "Process Request" button in the upper right-hand corner of the screen:



Step 9: View Report. Once you have processed the request (and know that the process can take a few seconds—be patient), you’ll need to click the newly appeared “View Report” link as shown below. The transcript report opens as a PDF file, so you can then print/save as needed.

The screenshot shows a web interface for requesting and viewing a transcript report. At the top, there is a breadcrumb trail: Enrollment > Transcripts > Request Transcript Report. Below this is the UAMS logo (University of Arkansas for Medical Sciences). The main content area has two tabs: 'Detail' (selected) and 'Report Messages'. Under the 'Detail' tab, there are two buttons: 'Process Request' and 'Print'. Below these buttons is a 'Report Manager' section. This section includes a search bar with 'Find | View All |' and a table with navigation controls: 'First', '1 of 1', and 'Last'. The table has a 'Send To' button and a 'View Report' button with '+' and '-' icons. At the bottom of the 'Report Manager' section, there are two buttons: 'Add' and 'Update/Display'. The page footer shows 'il | Report Messages'.

IMPORTANT: The transcript report opens in a new GUS tab in your web browser. Be sure your pop-up blockers are not enabled, or the report will not be able to open.