

Generating Unofficial Transcripts from Banner Online INSTRUCTION SHEET

An entire listing of all the grades you have received at SUNY Ulster in the form of an unofficial transcript can be viewed via Banner Online.

Instructions for generating an unofficial academic transcript are illustrated below:

Go to www.sunyulster.edu



Click on the "My SUNY Ulster" icon.

Click [Login to Banner Online](#)

User ID: <input type="text"/>
PIN: <input type="text"/>
<input type="button" value="Login"/> <input <="" td="" type="button" value="Forgot PIN?"/>

Enter your User ID (Student ID UXXXXXXXX, be sure to use a CAPITAL U)

PIN (first time login use birthday (mmddyy))

Click Login

Click on :

Personal Information Update addresses, contact information or marital status; review name or social security number change information; change your PIN or security question;
Student & Financial Aid Apply for Admission, Register, View your academic records and Financial Aid
Employee Services Job data, paystubs, W2 and W4 data.

Click on:

[Admissions](#)
Apply for Admission or Review Existing Applications

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades, transcripts and account summary

[Financial Aid](#)
Apply for Financial Aid, review status and loans

[Tuition Pay Plans](#)
Online Tuition Payment Plan

Click on:

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Transcript Request Status](#)

[Account Summary by Term](#)

[Account Summary](#)

[Select Tax Year](#)

[Tax Notification](#)

[View Student Information](#)

Select the appropriate transcript level: Credit, Non-Credit, or All Levels. The transcript type will always be Unofficial Student Transcript. Once all criteria have been selected, click on the submit button.


 Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

Brings you to Unofficial Transcript Page

Ulster County Community College
Stone Ridge, NY 12484

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Print Transcript

Click either "return to menu" if you wish to continue in Banner Online or

Click "Exit" to finalize your session in Banner Online

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

When you have selected the exit button the next screen that should appear is listed below. This will ensure that you have exited Banner Online successfully.

Search [SITE MAP](#) [HELP](#) [EXIT](#)

User Logout

Thank you for using the SUNY Ulster Information System.

If you are finished, please close your browser to protect your privacy.

[Return to SUNY Ulster Homepage.](#)