Online HWS Unofficial Transcript Request

1. Go to HWS Peoplesoft Portal Landing Page and click 2. Enter your username and password on Campus Solutions NEW PEOPLESOFT PORTAL LANDING PAGE **V** With the latest refresh of our PeopleSoft environment, completed on June 1, 2019, in an effort to simplify ye experience, you will no longer have to log into the PeopleSoft Portal. HOBART AND WILLIAM SMITH COLLEGES Simply select from the list of PeopleSoft environments below and log in using your HWS credential NOTE: generally after maintenance, users should clear their web browser cache before logging in. For instructions on clearing cache, please click here HWS PeopleSoft Login CAMPUS SOLUTIONS HUMAN RESOURCES FINANCIALS Use the link above to access the following information: Use the link above to access the following information: Use the link above to ad following information: cess the EMPLOYEES/STUDENT EMPLOYEES STUDENTS EMPLOYEES View Class Schedule
View Student Record
View Grades
View/Pay Your Bill via Nelnet Review Employee Data View Paycheck Information View W2 Information Enter/Approve Timesheet View Your
Enter/App Requests FACULTY • View Class Rosters • View Advisee Information • Submit Grades • Submit Mid-Term Progress 3. A new window should appear. Click on Main Menu 4. Click on Self Service, then Academic Records, then **View Unofficial Transcript** Main Menu Search Menu: \otimes ٥ HOBART AND WILLIAM OMITTH COLLEGES Share My Info Favorites Main Menu 🗀 Self Service -🚞 Class Search / Browse Catalog Academic Planning Enrollment Campus Finances 🚞 Campus Personal Informat 🗀 Academic Records 🖌 View Unofficial Transcript 🛅 Degree Progress/Graduati Learning Management System 🗀 Transfer Credit My Course History Student Center 6. Another window should appear with a PDF of Click on the View Report button View Unofficial Transcript your unofficial HWS transcript. If not, see below Page 1 of 2 49 HOBART AND WILLIAM SMITH COLLEGES Choose an institution and report type and press View Report Undergraduate Degree: Unofficial Transcript **This process may take a few minutes to complete. Please do not press any Name: Student ID: other buttons or links while processing is taking place* COMM EDUC ENGL HD HORT NS PSYCH 1300 2850 2410 1134 1170 1115 Birthdate: Student A Print Date: Academic Institution Hobart and William Smith Program: 05/14/2015 Report Type HWS Unofficial Transcript ۲ View Report Program: 10/16/2015 Program: 03/03/201 Program: 08/25/201 ina of Un Fall 2015 08/25/2016 ted Earned Grade 120

*By default, certain internet browsers block pop-ups from automatically showing up on your screen. If pop-ups are blocked, the unofficial HWS transcript will not show up. The address bar will notify if Pop-ups are blocked as well.

	Google Chrome		Internet Explorer		Firefox
1.	At the top right, click More	1. 2.	Open Internet Explorer,	1.	Click Open Menu button (horizontal
2.	Click Settings.		select the Tools button,		bars, in the top right)
3.	At the bottom, click Show		and then select Internet options.	2.	Click Options
	advanced settings.			3.	Click the Content tab.
4.	Under "Privacy,"		On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.	4.	In Popups section, click Exceptions.
	click Content settings.			5.	Enter qbo.intuit.com and click Allow.
5.	Under "Pop-ups," select an			6.	Enter qdc.qbo.intuit.com and
	option: Allow all sites to				click Allow then Save.
	show pop-ups			7.	Restart Firefox