

VIEWING ACADEMIC TRANSCRIPT ON SMARTWEB



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- 1) Click on SmartWeb.**
- 2) Enter User ID.**
- 3) Tab to Password.**
- 4) Enter Password. (Password should be birthdate – DDMMYY. For example, January 28, 1980 = 280180)**
- 5) Click Student Tab.**
- 6) Click under Academic Services.**
- 7) Click under Banner Web.**
- 8) Click Student & Financial Aid.**
- 9) Click Student Records.**
- 10) Click Academic Transcript.**
- 11) Select Transcript Level – All Levels**
- 12) Select Transcript Type – Internal Advising Transcript**
- 13) Click Submit.**