



Instructions for Printing an Unofficial Transcript from BannerWeb

Office of the Registrar

1. Go to www.udallas.edu
2. Click on the *Menu* in the upper right, Choose *MyUD* (in lower section)
3. Click on *BannerWeb* (halfway down the page)
4. Click on *Register for courses, update your personal information*
5. Click on *Enter Secure Area*
6. Enter User ID, which is your 9-digit UD ID (900XXXXXX)
7. Enter your PIN and click Login.

NOTE: If you have forgotten your PIN, enter your 9-digit UD ID, leave the PIN field blank, and click "Forgot PIN". The system will ask you the security question you initially set up. When you have answered the security question correctly, you will be prompted to create a new PIN. The new PIN must be between 6 and 15 alphabetical/numerical characters (no special characters). This will be your new PIN for subsequent logins. If you attempt an incorrect PIN more than 4 times before clicking "Forgot PIN", you will be locked out and need to call the Registrar's Office at 972-721-5221.

8. Once you are logged in, click on the *Student* tab.
9. Click on *Student Records*
10. Click on *Academic Transcript*
11. Select the **Transcript Level** and **Transcript Type**, click *Submit*.
12. The unofficial transcript will be shown entitled Display Transcript
13. To print, Ctrl+P, and choose Landscape.

SECURITY NOTES: Do not give other people your PIN. By using your BannerWeb account, you accept responsibility for financial and academic consequences. The system records the actions you have taken via the web. If you give out your PIN, you are accepting responsibility for whatever the other person does to your account. KEEP YOUR PIN PRIVATE.

It is important to EXIT the BROWSER (not just exit BannerWeb) when you are finished. Otherwise, another user can simply use the browser back-arrow to enter your BannerWeb records without logging in.