Banner Unofficial Transcripts

Information**T**echnology @ **CCSU**
Call: IT Help Desk at 860-832-1720
Email: techsupport@ccsu.edu

November 2018

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SOADEST – Student System Distribution Initialization Info Form

Use the SOADEST form to select the Banner print queue used for printing transcripts. This form opens automatically the first time you access SHARQTC in a Banner session. You only need to select the Banner print queue once per Banner session – once you have it selected, Banner stores that information until you log off.

To select the Banner print queue for Unofficial Transcripts:

1. Access the SOADEST form.
2. Double-click the Transcripts field or click on the Search button (the ellipsis …).
3. Select the Banner print queue then click on OK and the print queue name will appear on the SOADEST form.
4. Click on the X in the upper-left corner to save the print queue and exit the form.

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SHARQTC – Transcript Request Form

The SHARQTC form is used to request an Unofficial Transcript and send it to the printer.

To request an Unofficial Transcript:
1. Access the SHARQTC form. If you are prompted to enter a printer on the SOADEST form, follow the instructions on page 1.
2. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person's name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
- If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
- Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

3.

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4. Click on Go.
5. If a transcript has been requested for the student by another person, you will see the request. Click on the Insert button (upper-right of the record) to create a blank request form.
6. Click in the Level field and enter one of the following level codes:
   a. AL for both Undergraduate and Graduate
   b. UG for Undergraduate only
   c. GR for Graduate only
7. Click in the Transcript Type field and enter UNOF for Unofficial.
8. Click on the Issue Information tab and type your initials in the Issued to field.

9. Click on the Save button (lower-right or press F10) and the Unofficial Transcript will be sent to the printer.

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