



Banner Unofficial Transcripts

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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.

The screenshot shows the SOADEST 9.3 (PROD) form. The 'DISTRIBUTION PARAMETERS' section includes fields for Schedules, Invoices, and Transcripts. The Transcripts field is populated with 'PRN-000641-HP-LJ-2430'. A 'Printer Validation (GTVPRNT)' dialog box is open, displaying a table of printer codes and descriptions. The table has three columns: Code, Description, and Printer Command. The first row is selected, showing 'PRN-000250-HP-LJ-P3005' with description 'Library - EB-202' and command 'evisw_prin'. The dialog also includes a search criteria field, a table with 190 records, and 'Cancel' and 'OK' buttons.

Code	Description	Printer Command
PRN-000250-HP-LJ-P3005	Library - EB-202	evisw_prin
PRN-000266-SAVIN-MFP-4035e	Chemistry - NC-440	evisw_prin
PRN-000326-HP-LJ-P3005	Continuing Education - EW-100	evisw_prin
PRN-000341-CANON-MFP-IR210	Bursar's Office - MH-106	evisw_prin
PRN-000342-HP-CLJ-2820	School of Business RVAC 427	evisw_prin
PRN-000349-HP-CLJ-4550	Registrar - LD-115	evisw_prin
PRN-000484-XEROX-MFP-DT120	Copy Center - LD-001	evisw_prin
PRN-000516-SAVIN-MFP-8035	Admissions - LD-107	evisw_prin
PRN-000523-HP-LJ-4100	Alumn - RVAC-009	evisw_prin

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.

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.

The screenshot shows a web browser window titled "ellucian Transcript Request SHARQTC 9.3.10 (PROD)". The address bar shows "ID: 30232435 TEST, TEST Holds Exist: Override Holds:". The main content area has three tabs: "Transcript Request", "Issue Information" (selected), and "Current Student Status". Under the "Issue Information" tab, there is a section titled "TRANSCRIPT DESTINATION". This section contains several input fields: "External Institution Code" (with a dropdown arrow), "Output Type", "Student Address Type" (with a dropdown arrow), "Street Line 1", "Street Line 2", and "Street Line 3". On the right side of this section, there are fields for "Forward to Internal College" (with a dropdown arrow), "Issued To" (containing the text "trmf"), "City", "State or Province" (with a dropdown arrow), "ZIP or Postal Code" (with a dropdown arrow), "Nation" (with a dropdown arrow), and "Extension".

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