

## How to View Your Unofficial Transcript

CI Records includes access to enroll in classes, view your class schedule, view your registration appointment times, view your CI Academic Requirements Report (CARR), view your grades, and update personal contact information on file with the university. You can also request a copy of your own unofficial transcript.

- 1. Open your browser and go to <u>https://myci.csuci.edu</u> or connect through <u>www.csuci.edu</u> and click on the myCI icon.
- 2. On the sign-in page:
  - a. Enter your Dolphin Name\* (ex. first.last###)
  - b. Enter your Dolphin Password\*
  - c. Click on "Sign in" to log in.
  - \*Both are case sensitive.
  - Note: <u>New students must click on the "Activate Your</u> Account" link and follow the instructions from there.
- 3. Once you are logged into myCI, click on **CI Records** in the *My Links* section. Then, navigate to your Student Center.
- 4. Once you are in the Student Center, in the Academics section, use the drop down menu to select

"Transcript: View Unofficial" and click on the icon next to it.

5. On the View Unofficial Transcript page, use the drop down menu to select the report type "Unofficial for Advising" and then click on "Go". This will produce results for you.

yCl Sign In	New to CI?	
Dolphin Name	Activate Your Account	
28	Help	
Dolphin Password		
20	A&IT System Updates	
This is my home or office computer (Learn more).	No items to display at this time.	
Sign In 2C	Help	
set.Password   Help		

Webmail		
CI Learn (Bla	ckboard)	
CI Records	3	
Dolphin Files		



Choose an institution and report type and press go to view your report.				
**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**				
Academic Institution	Channel Islands 👻	go		
Report Type	<b>•</b>			
Information For Stude	**UNOFFICIAL FOR ADVISING** nts			

For assistance with understanding your academic records, please visit your Academic Advisor.

To Request an Official Transcript, please visit the web site for instructions: <u>https://www.csuci.edu/registrar/official-transcript.htm</u>