SSB 9 Unofficial Transcript

1. After signing into SSB, go to the Faculty and Advisors tab

Main Menu

- Personal Information
  - View Address and Contact Information
- Student
  - Apply for Admission, Register, View your academic records, and billing information.
- Financial Aid
  - Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
- Faculty and Advisors
  - View Class Lists and Student Information
- Student Employment
  - Get a Student Employment Referral Form or view your Earnings Summary.

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2. You will see two new links
   a. Advisee Search – SSB 9
   b. Advisee Listing – SSB 9
3. These will both take you to the SSB 9 Unofficial Transcript.
   a. The Advisee Search allows you to search for a specific student.
   b. The Advisee Listing allows you to see all the students assigned to you for a selected term.
4. Advisee Search – SSB 9 will look like this:
5. From here you can type in a Dawg Tag number in the Student ID field and click “View Profile” button.

6. This will bring up the Student Profile Card which contains demographic and overall information. To view the Unofficial Transcript, click on the Unofficial Academic Transcript link.

7. From there you will be able to choose which level transcript to look at and the transcript type, which is unofficial.
8. The Unofficial Transcript layout is a little different than the SSB 8 version, but all information is the same.
    a. One notable feature that may be of use is the tabs at the top allowing you to jump directly to different sections, such as Transfer Credit.
9. To view all your students assigned for a particular term, choose the Advisee Listing – SSB 9 option.

10. Choose the term and click on View My Advisee Listing link.

11. The students assigned to you for that term will appear as a list showing overview information.
12. To view the Unofficial Transcript from here, click on the student you wish to view.

13. This will bring up their Student Profile Card where you can click on the Unofficial Academic Transcript Link.