



How Do I?

Run a Student's Academic Advisement Transcript **PeopleSoft version 9**

1. Sign In to LEONet.
*Key in your User ID and password.
Click the Sign In button.*
2. Select Records and Enrollment >
Transcripts > Transcript Request
3. Click Add a New Value.
4. Under the tab **Request Header**, the Transcript Type needs to be ADV (Academic Advisement) Output Destination set to page.
5. Go to the second tab **Request Detail** and input the student's id, and click Process Request. Once the request is processed, it will bring you to the third tab which is **Report Results** which is the students Academic Advisement Transcript.
6. You can print the transcript by going to File>Print. The transcript may also be printed by clicking the Print button. Right under the Print button is Report Manager, click Report Manager. On the right hand side of the new page is Details, click Details. On the next page you will choose the PDF link and it will bring you to the Academic Advisement Transcript.