

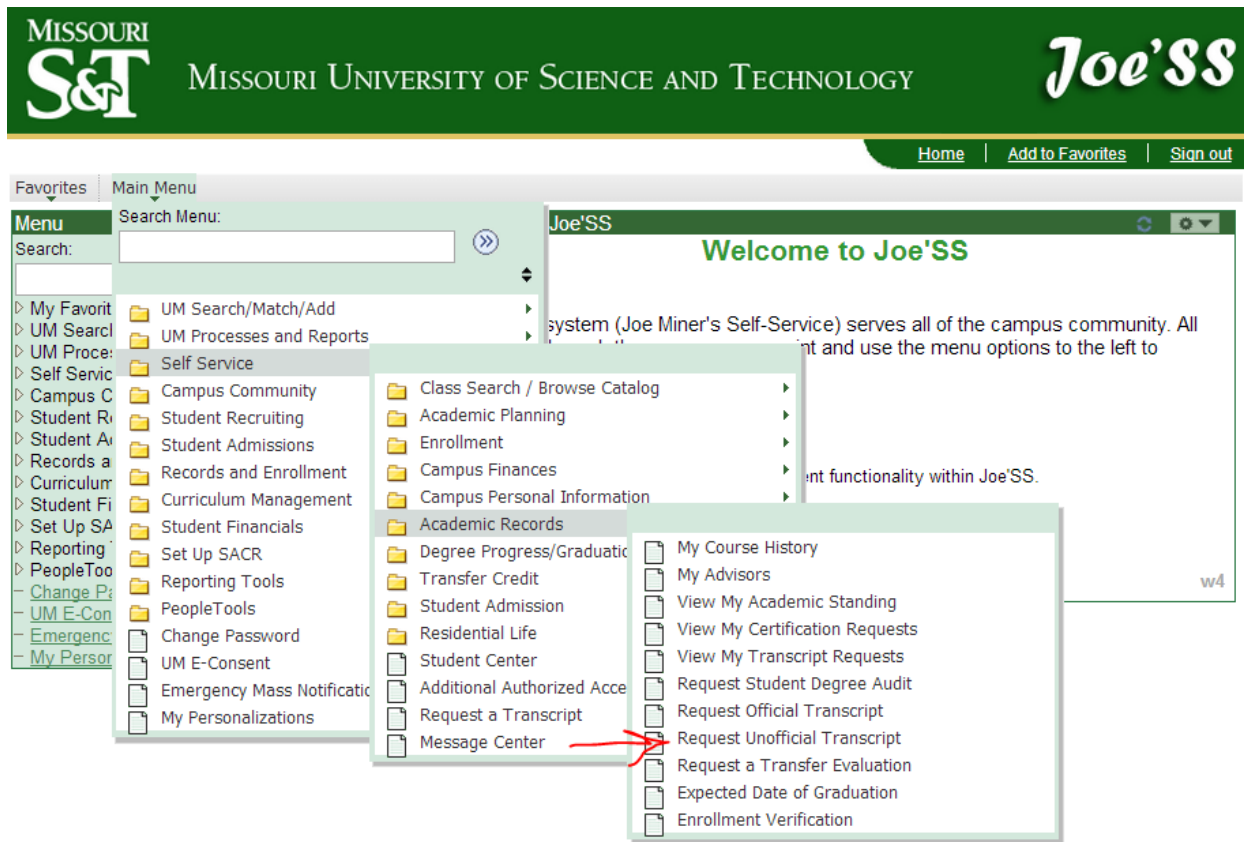
## How to Request Unofficial Transcripts in Joe'SS

Log onto: <https://joess.mst.edu/psp/prd/?cmd=login>

If you have trouble logging in you may select under the HELP LINKS on the left hand side you can select "IT Help Desk"

Once in Joe'SS pull down the "Main Menu" tab

- Self Service
- Academic Records
- Request Unofficial Transcript



"Submit"

## How to Request Unofficial Transcripts in Joe'SS

MISSOURI S&T MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY Joe'SS

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Academic Records > Request Unofficial Transcript

New Window | Help | Personalize Page

Academic Institution: ROLLA

**Submit**

**Self Service Request Unofficial Transcript Message**

Empl ID: 10270679 Name: Bailey,Theresa J

Transcript Type: Unofficial

Press the Submit button to process your request. Your unofficial transcript will be sent to your university e-mail address.

go to ...

You'll receive a note that an unofficial transcript will be emailed to you

MISSOURI S&T MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY Joe'SS

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Academic Records > Request Unofficial Transcript

New Window | Help | Personalize Page

**Request Another Transcript**

Empl ID: 10270679 Name: Bailey,Theresa J

Transcript Type: Unofficial

go to ...

**Message**

Your transcript will be emailed to your official university email address baileyjt@mst.edu. (0,0)

**OK**

The unofficial transcripts are emailed out in an automated process and will be in your university inbox in a few minutes.

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