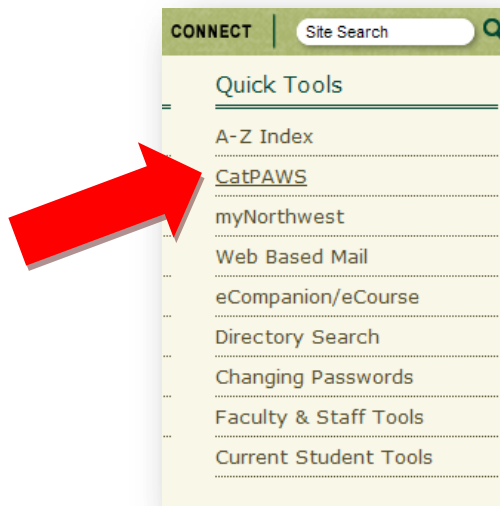




How to Upload the "Unofficial Transcript"

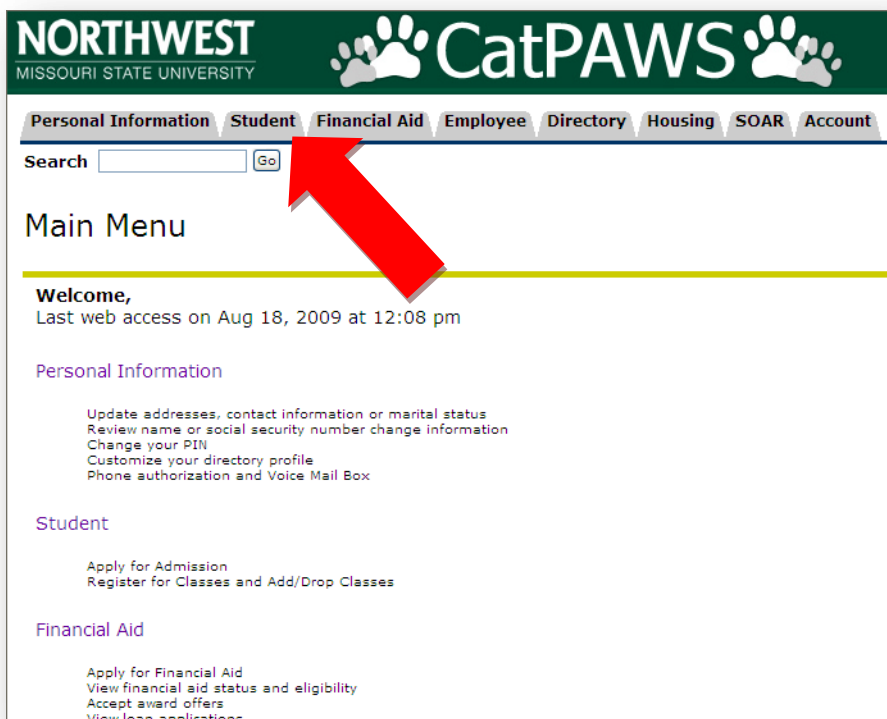
Step 1:

Enter and sign in to your **CatPAWS** account.



Step 2:

After signing in, click on the **Student** tab at the top of the page.



Step 3:

Click on the "Student Records" link.

The screenshot shows a navigation bar with tabs for Personal Information, Student, Financial Aid, Employee, Directory, Housing, SOAR, and Account. Below the navigation bar is a search field with a "Go" button. The main heading is "Student Services & Financial Aid". A list of links is displayed, including Admissions, Registration, Student Records, Northwest Housing Assignment, and Authorize Release of Information. A red arrow points to the "Student Records" link. At the bottom, it says "RELEASE: 7.5.1".

Step 4:

Click the "Academic Transcript" link.

The screenshot shows the "NORTHWEST MISSOURI STATE UNIVERSITY" logo and "CatPAWS" branding. The navigation bar includes tabs for Personal Information, Student, Financial Aid, Employee, Directory, Housing, SOAR, and Account. Below the navigation bar is a search field with a "Go" button. The main heading is "Student Records". A list of links is displayed, including View Holds, Midterm Grades, Final Grades, Academic Transcript, Select Tax Year, Tax Notification, View Current Installment Info, and Account/Payment Center. A red arrow points to the "Academic Transcript" link. At the bottom, it says "RELEASE: 7.5.1".

Step 5:

Leave “Transcript Level/Type” as their default values, and click the **Submit** button.

NORTHWEST
MISSOURI STATE UNIVERSITY

CatPAWS

Personal Information **Student** Financial Aid Employee Directory Housing SOAR Account

Search

Display Transcript - Select Level and Type

Select the transcript level and transcript type, then click Display Transcript.

Transcript Level: All Levels

Transcript Type: Web

Step 6:

Highlight all Transcript information. Copy all highlighted transcript information by right-clicking on the mouse and clicking “**copy**”.

Step 7:

Open a **blank word document**. Paste transcript information into word document by right-clicking on the mouse and clicking “**paste**”. The transcript information may not appear in the same format as viewed from CatPAWS. Attempt to make the document look more professional by adjusting margins, changing font size, deleting unnecessary spacing, etc.

Step 8:

In the upper left-hand corner, click “File” then “Save As”. **Save** the transcript to the desktop.

Step 9:

After saving, proceed to your “**Hire a Bearcat**” account and **log in**. Once logged in, click the “**Documents**” tab at the top of the page.

Hire A Bearcat

Home My Profile **Documents** Jobs And Internships Employers Interviews Events Calendar

Welcome, Brooke R Assel. Search

SHOW ME

Announcements

Notifications

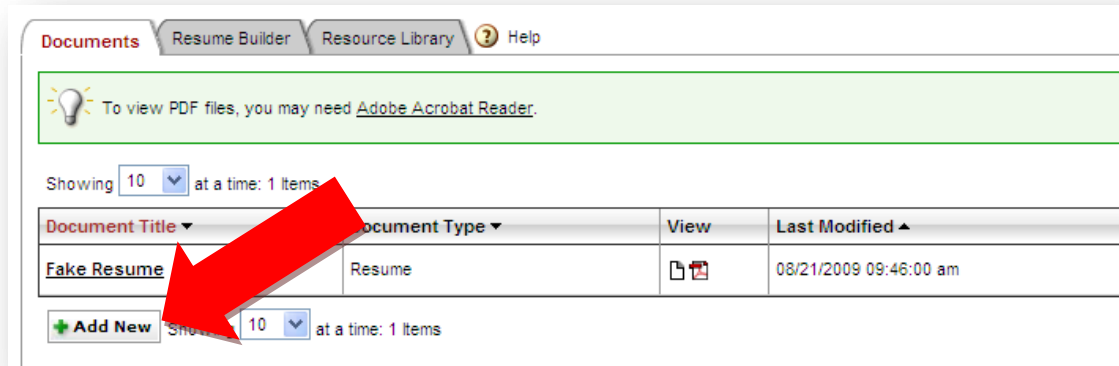
FIND A JOB

Jobs I Qualify For

LAND AN INTERVIEW

Step 9:

Once on the “documents” page, click the “**Add New**” button

**Step 10:**

- Change the “Document Type” by clicking in the circle to the left of “**Unofficial Transcript.**”
- Next, press the **Browse** button to search for your document.
- Press the **Desktop** button and then add your document by **double clicking on the document’s name**. Your document should appear in the box to the left of the browse button.
- In the box to the right of the word “Label,” **type your document’s name** (example: “John Smith’s Unofficial Transcript”).
- Click the green outlined “**Submit**” Button in the bottom left corner of the page.