



## How to check your grades (unofficial transcript) through CityU portal?

1. Open MyCityU student portal at: <http://prod.campuscruiser.com> (do not enter www!.).
2. Login with your current CityU username and password as displayed below.



**TIP:** Do not use any capital letters in your CityU username! It must be entered in all lowercase.



**NOTE:** You will not be able to check your grades without valid CityU student account! If you do not have your student account yet, click **“Create Your Account”** button. If you forgot your existing CityU password, click **“Password Help”** button.

3. If you access this portal for the first time, you will have to accept CampCruiser Terms of Usage. You can read these terms once you log into portal successfully, the system will direct you there automatically. To complete your initial log, just click **“Accept”**.




**NOTE:** This confirmation procedure is not repetitive. You will have to accept these terms during your very first log only.



- Once you enter your MyCityU home page, click the **Student Center tab** as displayed below.

The screenshot shows the MyCityU home page navigation bar. The 'STUDENT CENTER' tab is highlighted with a red box, and a blue arrow points to it. Other tabs include 'CAMPUS', 'MYCITYU', 'ACADEMICS', and 'CAMPUS LIFE'. Below the navigation bar are sections for 'MyCityU Announcements', 'Office and Department Announcements', and 'MyCityU Links'.

**!** **NOTE:** Your Student Center should open automatically in a new browser window. If not, make sure your context (pop-up) windows are not blocked on your current browser. Student center will not open until context windows from CampusCruiser remain blocked.

- In Student Center, click the **“other academic...”** dropdown menu, choose **“Transcript: View Unofficial”** and click **Go** , as displayed below.

The screenshot shows the Student Center Academics section. A dropdown menu is open under 'other academic...' with 'Transcript: View Unofficial' selected. A red arrow points to the dropdown menu. The 'This Week's Schedule' table is visible, showing classes like BC 303-06 LEC (1854) and BSC 402-05 LEC (1856).

Class	Schedule
BC 303-06 LEC (1854)	Mo 00:00 - 00:00 Room: TBA
BSC 402-05 LEC (1856)	Mo 00:00 - 00:00 Room: TBA
BSC 407-05 LEC (1857)	Mo 00:00 - 00:00 Room: TBA




6. On the next page, choose “City University of Seattle” and “CityU Unofficial Transcript” from respective dropdown menus. Finish the procedure by clicking **Go** button.

### View Unofficial Transcript

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	City University of Seattle ▼	go	
Report Type	CITYU UNOFFICIAL TRANSC ▼		

#### Information For Students

This is your unofficial transcript only. If you require an official transcript please contact the Registrar's Office.

**\*\* Important Notice \*\***

Unofficial transcripts are not available online for students who last attended previous to 1998. If you are having difficulty accessing your education records previous to 1998, please contact the Office of the Registrar by phone at (800) 426-5596.

[VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED](#)