



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

- 1. Open MyCityU student portal at: https://my.cityu.edu/ (do not enter www.!).
- 2. Click the Login button (upper right corner) and use your CityU username and password (the same you use for Blackboard; provided via e-mail delivery, by CityU of Seattle).

Once logged in, click the Student Center tab.





If you do not have a working password click "**Create/Reset Your Password**", to set up a new one. If you fail creating a working set of login data on your own, click the "**24/7 TechSupport**" icon and request help at CityU IT HelpDesk.





3. In Student center, choose My Academic Records from the main menu.



 Next, select View Unofficial Transcript, choose CITYU UNOFFICIAL TRANSCRIPT as the report type and click Submit (to view reports, your device should <u>allow popups</u> and <u>have a PDF viewer</u>)

National University System	
CityU Student Homepage	CityU My Academic Records
City University of Seattle	
Advisors	View Report
🚞 View My Classes	View Unofficial Transcript
🐻 View Grades	Report Type CITYU UNOFFICIAL TRANSCRIPT ✓
E Course History	Information For Students This is your unofficial transcript only. If you require an official transcript please contact the Registrar's Office.
View Unofficial Transcript	** Important Notice ** Unofficial transcripts are not available online for students who last attended previous to 1998.
Apply for Graduation	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.
	To view reports, your device should allow popups and have a PDF viewer.

5. Once generating your report is over, you will get to a report list where you have to select the corresponding checkbox and click View Report.