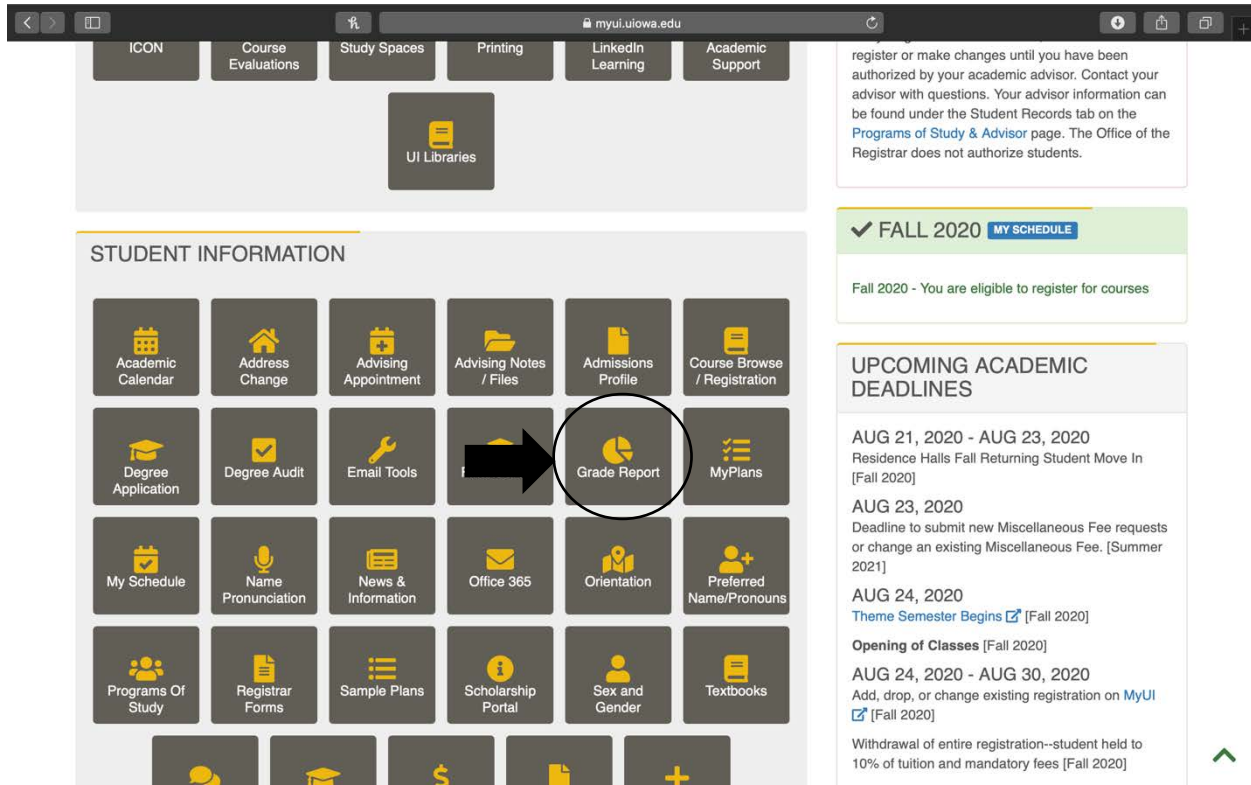
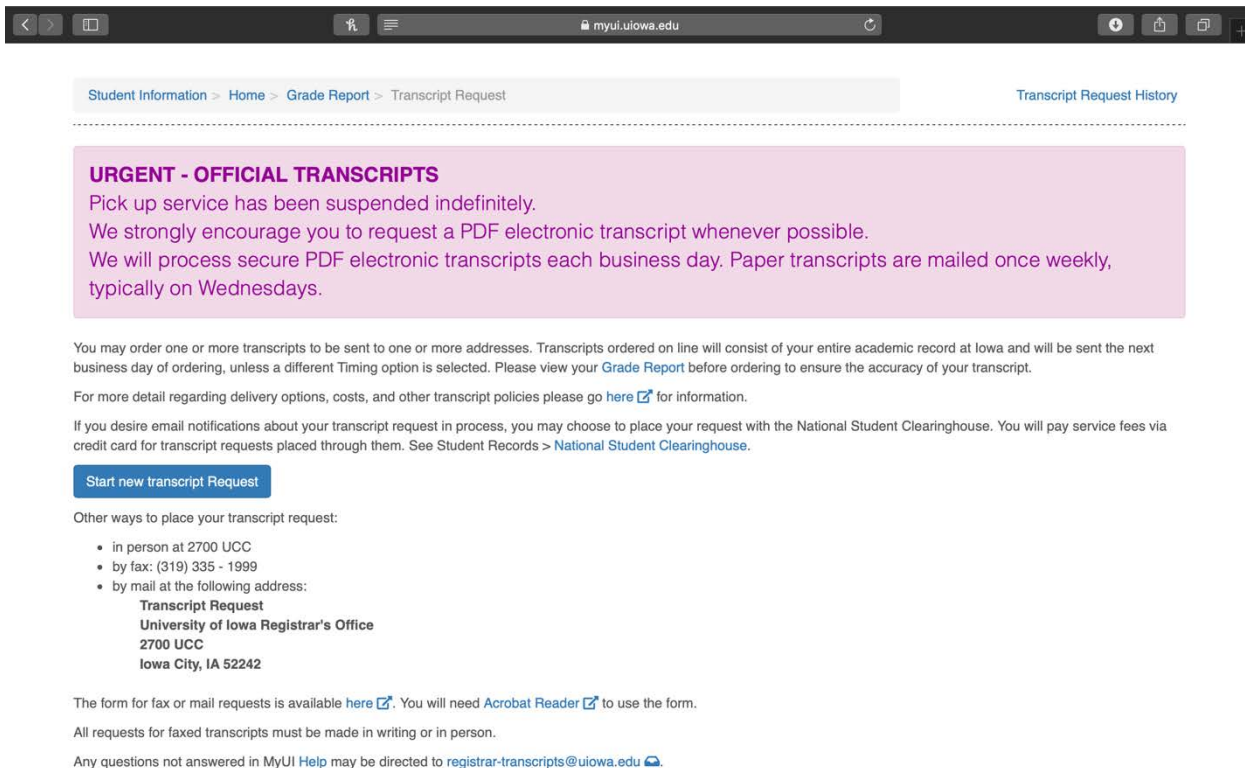


UI Grade Report Instructions

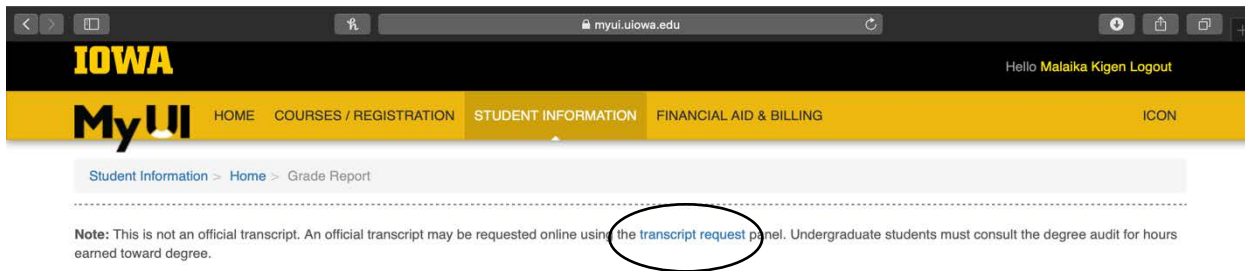
Step 1: Log-in to MyUI. Click on Grade Report.



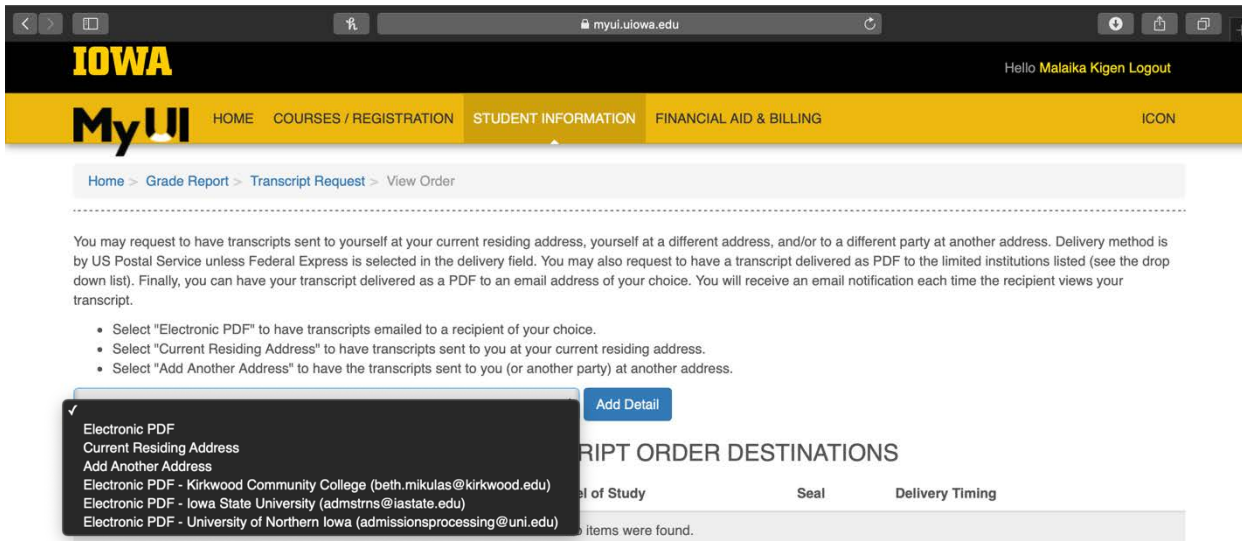
Step 2: Click on "Start new transcript request".



Step 3: You will see "Transcript Request" at the top of your page. Click on it.



Step 4: Click on the pull down bar and select "Electronic PDF"; then click "Add Detail".



Step 5: Fill in your name and email address as Recipient. Upload received transcript to BA application.

