Viewing an Academic History Report in accesSPoint

1. Start at the **Student Records** tile.
2. Click on **Academic History Report** on the left

3. Ensure the Institution is **UWSTP** and the Transcript Type is **HIST**.
4. Click on the **Transcript Request Detail** tab.

5. Enter a student's ID in the **ID** box. Click **Process Request**.
    a. To run these reports for multiple students, click the plus sign to add more rows (and more student IDs) before clicking on Process Request.
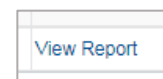
6. After the system processes, the **Send To** button turns into a **View Report** link. Click it.
7. A new tab/window opens containing a pdf of the Academic History Report.

Bonus tip:

If **HIST** doesn't automatically display in Transcript Type (above), you can set a user default so it will prefill.

1. Click on the **User Defaults** tile from your accesSPoint homepage.
2. Choose the second tab, **User Defaults 4**. Enter **HIST** in the **Flexible Transcript Type box** and click Save.