

## Viewing an Academic History Report in accesSPoint

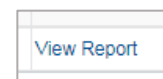
1. Start at the **Student Records** tile.
2. Click on **Academic History Report** on the left

The screenshot shows the 'Student Records' interface. On the left is a navigation menu with 'Academic History Report' highlighted. The main area displays the 'Request Attributes' form. At the top, it shows 'Report Request Nbr 000000000', 'Request Date 09/28/2018', and 'User ID aeckenro'. The form fields are: '\*Institution' (UWSTP), '\*Transcript Type' (HIST), 'Future Release' (Immediate Processing), 'Academic Career' (empty), 'Term' (empty), 'Print Date' (09/28/2018), and 'Request Reason' (empty). There are checkboxes for 'Freeze Record' and 'Override Service Indicator', and a 'Cancel Request' checkbox. Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are at the bottom.

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

The screenshot shows the 'Transcript Request Detail' tab. It displays 'Report Request Nbr 000000000' and 'Transcript Type HIST'. There are buttons for 'Process Request' and 'Print'. Below is the 'Report Manager' section with a table. The table has columns for '\*Seq Nbr', '\*ID', 'Name', and 'Number of Copies'. The first row has '1' in the first column and '1' in the fourth. There are search icons for the ID and Name columns, and a 'Send To' button. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

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.

The screenshot shows the 'User Defaults 4' form. It has a checked checkbox for 'Carry ID'. Below are four fields: 'Output Destination' (dropdown), 'Transcript Type' (text box with search icon), 'Flexible Transcript Type' (text box with search icon containing 'HIST' and 'Academic History Report'), and 'Advisement Report Type' (text box with search icon).