

Digitally Print Your Unofficial Marist Transcript

Windows (Vista, 7, 8)

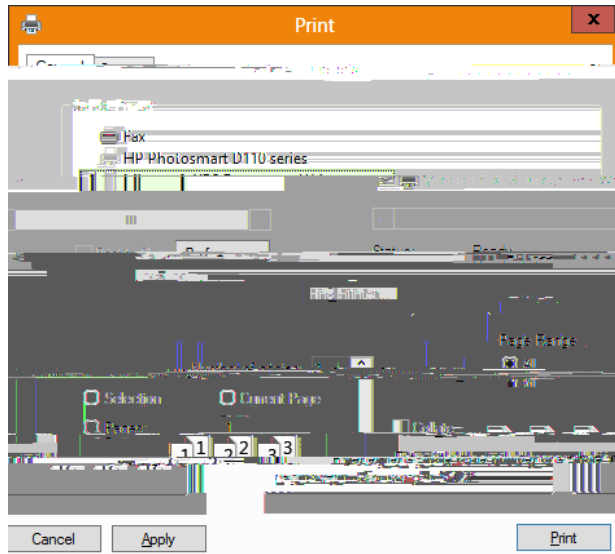
Mac (OS X)

1. Open your Academic Transcript
 - a. Go to <http://my.marist.edu> and log in
 - b. Click

3. Print/Save as an XPS or PDF

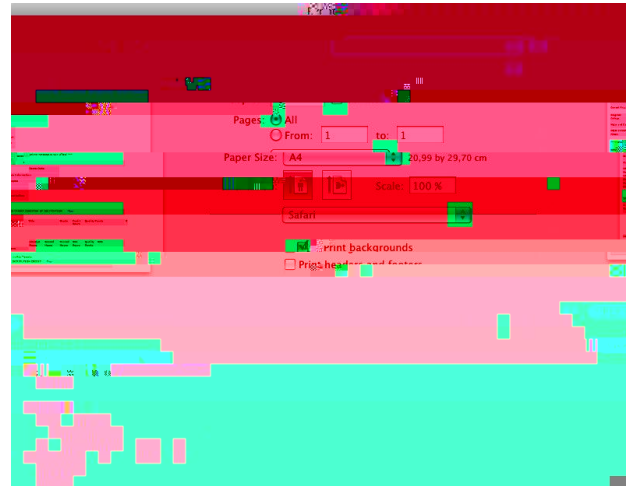
(Windows)

- a) Select Printer *Microsoft XPS Document Printer*
- b) Click *Print*



(Mac)

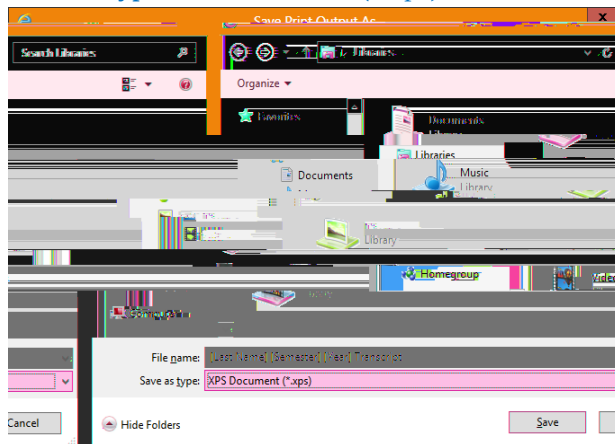
- a) Click *PDF*,
- b) Then *Save as PDF*



4. Save the file in an appropriate directory

(Windows)

File Name: *[Last Name] [Semester] [Year] Transcript*
Save as Type: *XPS Document (*.xps)*



(Mac)

Save As: *[Last Name] [Semester] [Year] Transcript.pdf*

