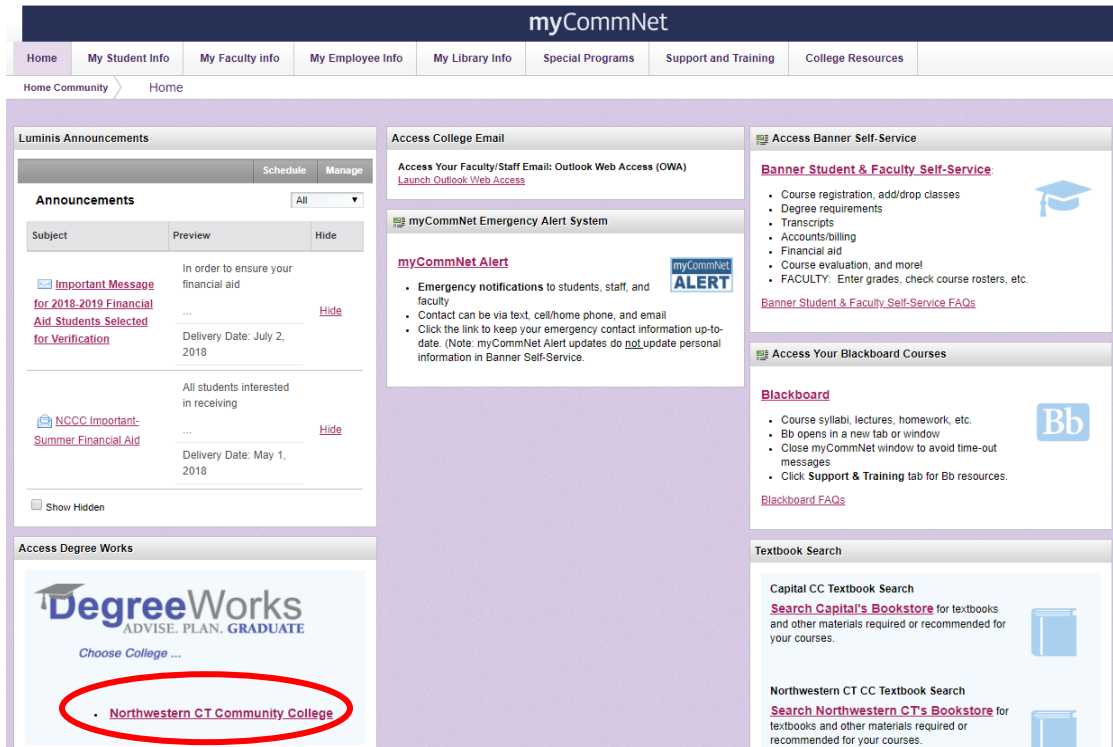
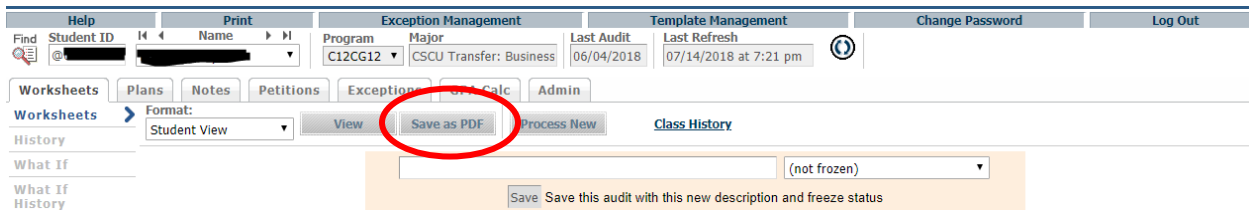


# HOW TO PRINT OR ATTACH YOUR DEGREE WORKS AUDIT TO YOUR TRANSCRIPT REQUEST

1. Login in to myCommNet and click on the college link in the Degree Works box (see below) and it will bring you to your Degree Works Audit.



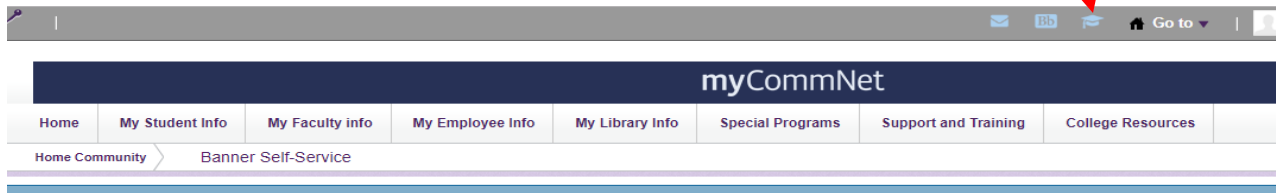
2. In the header of your Degree Works Audit, click the “Save as PDF” button. Once the box opens, you can choose to Print the Audit or Save it as a PDF. In order to attach it to your transcript request, select “Save” and save the file preferably using your first and last name (ex. SmithSally.pdf).



3. After you save the file, close the Degree Works Audit tab and click back on the myCommNet tab.

**(TURN PAGE OVER FOR MORE INSTRUCTIONS)**

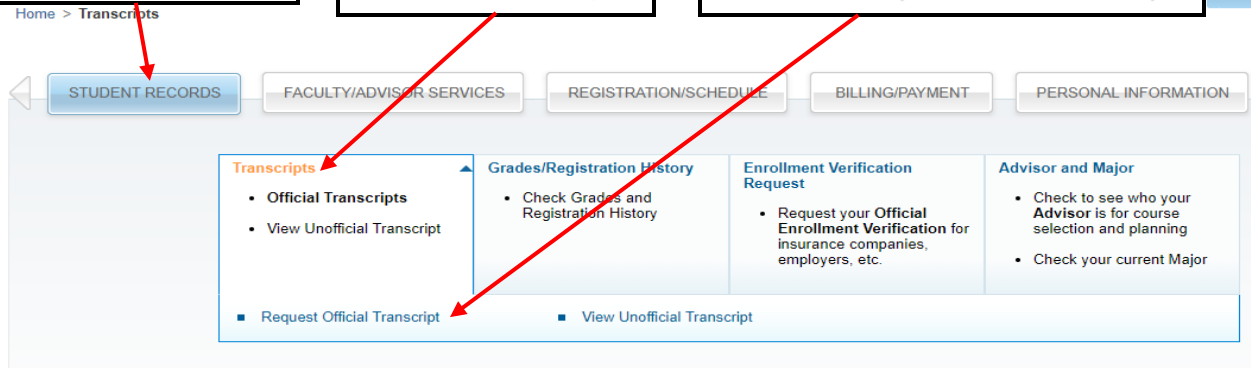
4. Click on the Banner Self Service icon



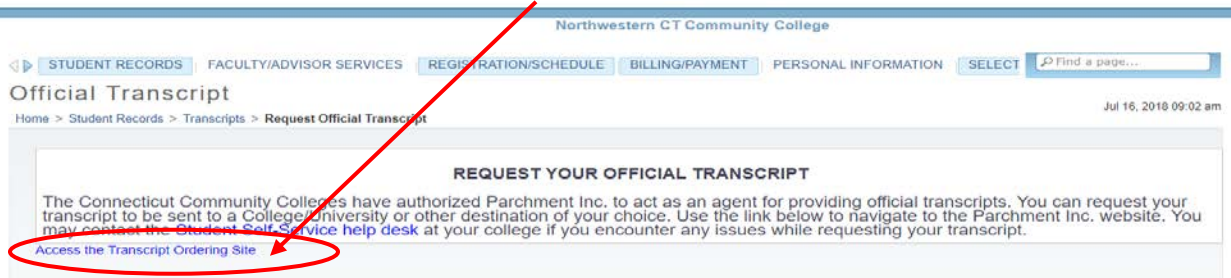
5. Click on Student Records

6. Click on Transcripts

7. Click on Request Official Transcript



8. On the next screen click on "Access the Transcript Ordering Site"



9. This will bring you to the transcript ordering page.

Type in the name of the college you wish to send the transcript and audit to and click the "Search" button. On the next page, click the "Choose File" button and Select the PDF of your Audit that you saved in step 2. Then Choose "Other" from the document type drop down menu and click "Continue." Review your order and submit.

The screenshot shows a transcript ordering form. At the top, there are two sections: 'Destination:' with the text 'Central Connecticut State University Admissions, New Britain, CT 06050-2439' and a 'Continue' button; and 'Document Name:' with the text 'eTranscript - \$0.00' and a 'Switch to Mail Delivery' link. Below these is the 'Order Options' section. It includes 'Delivery Mode' with a green 'Electronic' button selected; 'Processing Time' with 'Now', 'Hold for Grades', and 'Hold for Degree' buttons; 'Purpose for Transcript (Optional)' with a dropdown menu; and 'Attachment (Optional)' with a 'Choose File' button. A red arrow points from the instruction above to the 'Choose File' button. At the bottom right, there is a 'Total \$0.00' and a 'Continue' button. A red arrow points from the instruction above to this 'Continue' button. At the bottom left, there is an 'Add Another Item' button.