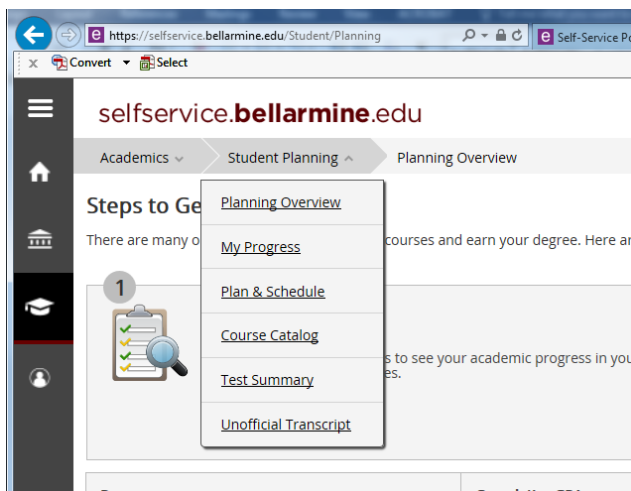# one.bellarmine.edu
Viewing Your Unofficial Transcript

Here are step-by-step instructions for students on how to view your unofficial transcript in One Bellarmine:

1. Go to **one.bellarmine.edu**, and click the "**One Login**" button in the upper right hand corner of the page.

2. Log in using your **Bellarmine email address** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Student Dashboard page. (*If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301*).

3. On the left side of your Student Dashboard page, click **Self-Service** to get to the Self-Service main menu page.

4. From there select **Student Planning**.

5. Hover over the **Student Planning** menu on the gray bar along the top, as shown in this screen shot, and select Unofficial Transcript. This will allow you to select and open your unofficial transcript in pdf format.

6. To obtain your *official* transcript, follow the instructions on the Registrar's Office website at www.bellarmine.edu/registrar.

Questions? Contact the Registrar's Office at registrar@bellarmine.edu