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. Under **Academic Resources**, click **Unofficial Transcript**.

4. Select the transcript you would like to obtain. Example: "Unofficial Undergraduate (DA) Transcript." This will allow you to select and open your unofficial transcript in pdf format.

5. 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