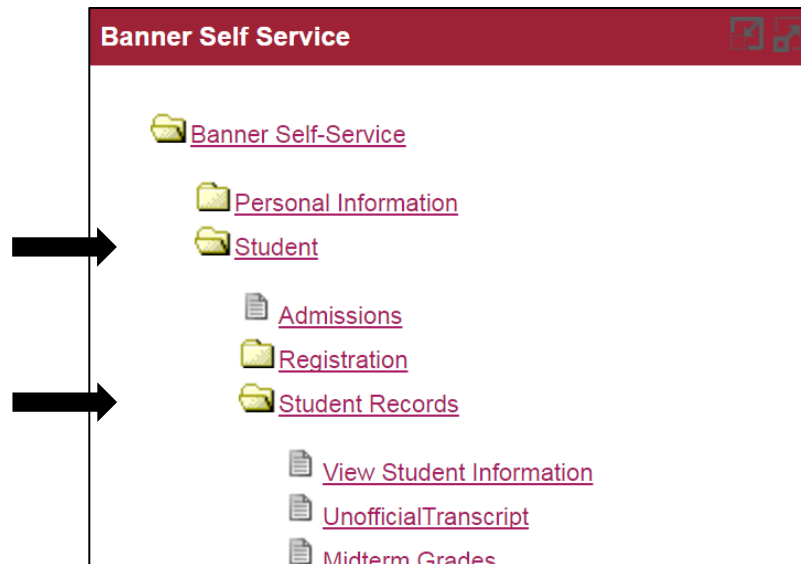




1. Login to the Student Portal: <http://portal.semo.edu>
2. Select your **Student SS** tab, at the top.
3. In the “**Banner Self Service**” section, on the left (in red), expand the “**Banner Self-Service**” folder.
4. Expand the “**Student**” folder, followed by the “**Student Records**” folder.



5. Choose the “**Unofficial Transcript**”.

When using the unofficial transcript, overall totals can be found at the bottom.