



## How to Find Unofficial Transcript

This tutorial will show you how to find your unofficial transcript in MyTMU.

**1. Browse to <https://mytmu.thomasmore.edu/> and login with your username and password in the top left corner**

A screenshot of the MyTMU login interface. It features a dark blue header with the Thomas More University logo and name. Below the header, there are two input fields: 'Username' and 'Password', each with a small icon to its left. To the right of the 'Password' field is a 'Login' button. The entire form is set against a dark blue background.

**2. Click on the "Student Services" tab**



**3. Click on "Transcripts"**



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If you need any assistance please contact the IT Helpdesk in one of the following ways.  
Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu),  
or stop by the Computer Center on the lower level of the administration building.

## 4. Scroll to the bottom and click "View Unofficial Transcript"

### Official Transcript

The Registrar's Office will provide official transcripts to all current and former students of Thomas More University and all former students of the Seminary of St. process. No transcripts will be released if you owe a balance to Thomas More University. Transcripts can be ordered in one of the three following ways:

#### 1) By using the [National Student Clearinghouse](#)

Transcripts can be ordered via the Internet 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any Order updates will be emailed to you. You can also track your order online using your email address and order number. Your signed consent may be required to your order that you can return via fax, mail or as a scanned email attachment.

#### 2) In person at the Registrar's Office.

#### 3) By mailing a request to the Registrar's Office.

The request must include your name and any other names used, your social security number, your date of birth, the address you would like the transcript sent, and your original signature. Transcripts are \$5 per copy, and a check must accompany your request.

Please mail it to:

Thomas More University  
Attention: Registrar's Office  
333 Thomas More Parkway  
Crestview Hills, KY 41017

### Unofficial Transcript

Course Undergraduate

[View Unofficial Transcript](#)

## 5. You will now see your Unofficial Transcript

Summary						
	Attempted Credits	Earned Credits	Pass Credits	GPA Credits	Quality Points	GPA
Transfer	0.000	0.000	0.000	0.000	0.000	0.000
Residential	100.000	67.000	-3.000	67.000	233.333	3.483
Cumulative	100.000	67.000	-3.000	67.000	233.333	3.483

2017 Fall						
Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	
CIS113-1	Computer Applications and Hardware	A	N	3.000	3.000	
CIS114-1	Introduction to Programming	A	N	3.000	3.000	
FYS150-17	First-Year Seminar Bus. Enterprise in American Hist	A	N	3.000	3.000	
HIS101-07	World Civilizations I: Global Perspectives	A	N	3.000	3.000	
PSY105-6	General Psychology	B-	N	3.000	3.000	
Term Totals:				15.000	15.000	
Cumulative Totals				15.000	15.000	

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