

# Unofficial Transcripts

## How to save unofficial transcripts so you can upload them into PlacePro:

- Open up your Internet browser
- Go to [www.uregina.ca](http://www.uregina.ca)
- Click on Quicklinks
- Click on “Log into YoUR Self-Service”
- Enter your Student ID and WISURD password
- Click on “Student Services”
- Click on “Student Records”
- Click on “Current Registration and List of Courses” (Unofficial Transcript)
- Go to “File” and click on “Save As”
- Save your transcripts as a “htm” or “html” file
- Find the saved file on your computer, right click on the file and click on “Open with>”
- Open the file with MS-WORD
- Save the file as an “rtf” file

You will notice that the University of Regina logo at the top of the transcript does not transfer over. You can delete the blank area that exists after opening the document in WORD. Also, if you have additional pages that are blank added to your transcript, you can adjust the margins to get rid of them.

You are now ready to upload your transcripts into PlacePro. Any questions contact the Career Centre at 585-4600.