



## How to view your unofficial transcript using the PASSPORT Student Center

- Log in to your **PASSPORT** account

<https://passport.peralta.edu>

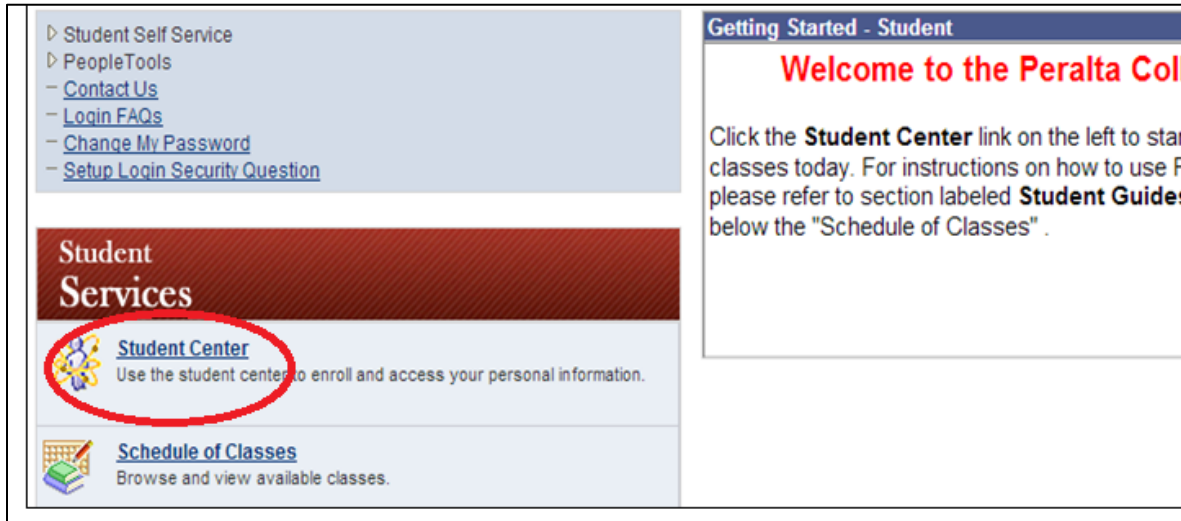
The screenshot shows the PASSPORT Student Center interface. On the left, there is a 'Passport LOGIN' section with a red circle around the 'User ID:' and 'Password:' input fields, a 'Sign In' button, and a 'Forgot Password?' link. Below this is a 'Student Services' section with a 'Schedule of Classes' link and the text 'Browse and view available classes.' On the right, there is a large banner with the text 'The Classes You Need!' and logos for Berkeley City College, College of Alameda, Laney College, and Merritt College. Below the banner is a 'Getting Started' section with the text 'Welcome to the Peralta Colleges!' and a paragraph: 'With our Passport Student Administration System, taking classes couldn't be easier! Please read below to sta'.

### Forgot your Peralta student PASSPORT password?

- Visit the following website for instructions on how to retrieve your password  
<http://web.peralta.edu/admissions/passport-help/>



- Under Student Services, click on Student Center



- Set up your security question and answer, **if applicable.**

This will be used to authenticate you. If you forget your password, you can have a new password emailed to you.

\*\*Visit the following website for details on how to set up your Security question and answer: <http://web.peralta.edu/it/files/2014/06/SetupSecurityQuestion.pdf>



- Complete the Continuing Student Enrollment Survey, **if applicable**. You will then be directed to the Student Center page.

**Continuing Students Enrollment Survey**

Please help us serve you better by completing the following:  
To update your Address information: Go to Student Center > Personal Information > Contact Info > Address 1. To update your Phone Information: Go to Student Center > Personal Information > Contact Info > Phone.

Mailing Address: [Redacted] Mailing State: CA Mailing Postal: 94577  
Preferred Phone: [Redacted]

Educational Goal (One goal is required):  
Matriculation Goal field #1: Obtain a two year associate degree without transfer.  
Matriculation Goal field #2: [Redacted]  
Matriculation Goal field #3: [Redacted]

Select your Major: List majors for what college?  Alameda  Berkeley  Laney  Merritt  
[Redacted]

Services Needed (Select one radio button per question):

- Yes  No  Decline to State 1. Do you need financial assistance because your annual income is below \$15,315 for single persons or \$20,535 per couple? (Add \$5,220 for each dependent child.)
- Yes  No  Decline to State 2. Are you a single parent?
- Yes  No  Decline to State 3. Are you a displaced homemaker seeking occupational support services?
- Yes  No  Decline to State 4. Do you have questions about your major, goals, or how to transfer to a 4-year college/university?
- Yes  No  Decline to State 5. Do you have a difficulty understanding, speaking, reading or writing English because you are not a native English speaker or because English is a second language?
- Yes  No  Decline to State 6. Do you need tutoring in reading, writing, or mathematics? (e.g. enrolling in basic skills.)
- Yes  No  Decline to State 7. Do you need tutoring for courses other than basic skills?

**YOUR PERALTA EMAIL RESPONSIBILITY**  
All Peralta email communications will be sent to your Peralta email address. If you are forwarding your Peralta emails to an alternate email address, you must verify that your alternate address is current. It is your responsibility to check for Peralta email messages.  
I agree to these terms:

[Submit Form](#)

- In your Student Center click the “other academic” pull down menu and choose “Transcript: View Unofficial.”

The screenshot shows the Student Center navigation menu. The 'Academics' section is expanded, showing a list of options: Class Schedule, Enrollment: Add, Enrollment: Drop, Enrollment: Edit, Grades, Transcript: View Unofficial, Transfer Credit: Report, and other academic... A red arrow points to the 'Transcript: View Unofficial' option. Other sections visible include Alerts (Student Drop/Payment Policy, Pay Now), Holds (No Holds), and To Do List. A message box states 'You are not enrolled in classes.' and another states 'You have no outstanding charges at this time.'



- Then click the >>

- Choose “Peralta Unofficial Transcript” for the report type.  
Then click “go.”

**This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***



▪ This process will display your “unofficial” transcript.

**Note: If you receive the error message “Report not created - negative service indicator exists”: This message only shows if you have prior or current balances due on your account. Please note that you won’t be able to see/obtain a copy of your unofficial transcript or have your official transcript processed until all prior/current balances due on your account are cleared.**

**Report Results**

[Return](#)

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Peralta Unofficial Transcript

Peralta Community College District  
233 East Eighth Street  
Oakland, CA 94606  
United States

Name : ██████████  
Student ID: ██████  
Birthdate : ██████  
Address : ██████████  
██████████  
United States

Print Date : ██████

- - - - - Degrees Awarded - - - - -

Degree : Associate in Arts - High Honors  
Confer Date : 2010-05-28  
Plan : College of Alameda - Liberal Arts

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Degree : Associate in Arts - High Honors  
Confer Date : 2010-05-28  
Plan : College of Alameda - Business Administration

- - - - - Beginning of Undergraduate Record - - - - -

2008 Summer

ALAMEDA

COURSE	GRADE	CREDIT	QUAL	QPTS	QPTS	QPTS
MATH	3A	CALCULUS I	5.00	5.00	A	20.000
TERM GPA :		4.000	TERM TOTALS :	5.00	5.00	20.000
CUM GPA :		4.000	CUM TOTALS :	5.00	5.00	20.000

2008 Fall