How to view your unofficial transcript using the PASSPORT Student Center

- Log in to your PASSPORT account
  https://passport.peralta.edu

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](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.

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