## How do I get my transcript?

## Login

To get your unofficial continuing education transcript, you first need to login at <u>https://keeplearning.uidaho.edu</u> by clicking **Login** then **Student Login**.

If you do not remember how to login, please see these instructions



## Downloading your Transcript

Once you have logged in, click on My Enrollment History then the Completed tab.

Clicking on the **Print Transcript Button** Will download a PDF copy of your transcript.

| My Enrollment<br>History |                            |          |                   |      |                  |                |                       |
|--------------------------|----------------------------|----------|-------------------|------|------------------|----------------|-----------------------|
| My Course                | Enrolled Completed Dropped |          |                   |      |                  |                |                       |
| Schedule                 | My Completed Courses       |          |                   |      |                  |                |                       |
| My Applications          |                            |          |                   |      |                  |                |                       |
| My Certificates          | Print Transcript           |          |                   |      |                  |                |                       |
| My Account<br>History    | Course No. and Title       | Enrolled | Academic<br>Units | CEUs | Contact<br>Hours | Final<br>Grade | Actions and<br>Status |
|                          |                            | 0 + 20   |                   |      | 15.0             | 1              |                       |

**Note:** If you do not see anything or are missing courses in your Completed Courses, then the grades have not been finalized yet. Once grades are finalized, they will move from the Enrolled Tab into the Completed tab and show a final grade on your transcript.