



How Do I?

Run a Student's Academic Advisement Transcript

PeopleSoft version 9

1. Sign In to LEONet.
*Key in your User ID and password.
Click the Sign In button.*
2. Select Records and Enrollment >
Transcripts > Transcript Request
3. Click Add a New Value.
4. Under the tab **Request Header**, the Transcript Type needs to be ADV (Academic Advisement) Output Destination set to page.
5. Go to the second tab **Request Detail** and input the student's id, and click Process Request. Once the request is processed, it will bring you to the third tab which is **Report Results** which is the students Academic Advisement Transcript.