

How to View or Print Your Unofficial Transcript

1. Sign in to your **AHU student portal** (my.ahu.edu).
2. Go to **University Services**.
3. Scroll to **Office of the Registrar**.
4. Click **Transcript Request**.
5. Under **Unofficial Transcript**, click **View and Print Unofficial Transcript** and follow the prompts.

Forgot Your Username or Password?

If you don't remember your username (Student ID):

6. Go to **my.ahu.edu**.
7. Click **Log in Help** at the bottom of the login box.
8. Click **Look Up Username**.
9. Enter your current personal email address.
10. Your username (Student ID) will be emailed to you.

If you need to reset your password:

1. Go to **my.ahu.edu**.
2. Click **Log in Help** at the bottom of the login box.
3. Click **Reset Password**.
4. Enter your username (Student ID) and current personal email address.
5. Check your email for a reset link and follow the instructions.

Note: Make sure your personal email, address, and phone number on file are up to date before requesting a username or password reset — otherwise the recovery email won't reach you.
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Once you have your username and reset password, return to the top and follow the unofficial transcript steps above.