

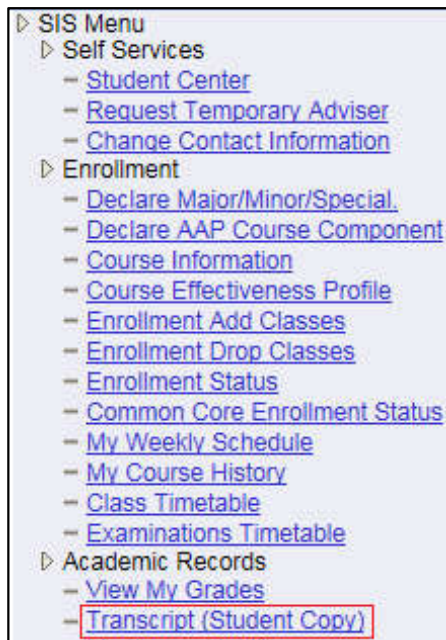


How to view Student Copy of Academic Transcript in SIS

(for full-time students under the 4-year undergraduate curriculum only, excluding exchange/visiting students)

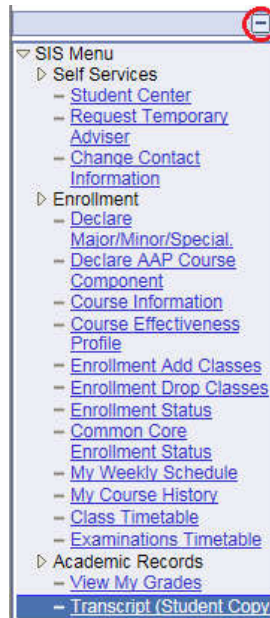
1. How to View the Transcript (Student Copy)

Login to HKU Portal. You will be directed to the SIS Main Menu. Go to **SIS Menu > Academic Records > Transcript (Student Copy)**.



2. How to Print/Save the Transcript (Student Copy)

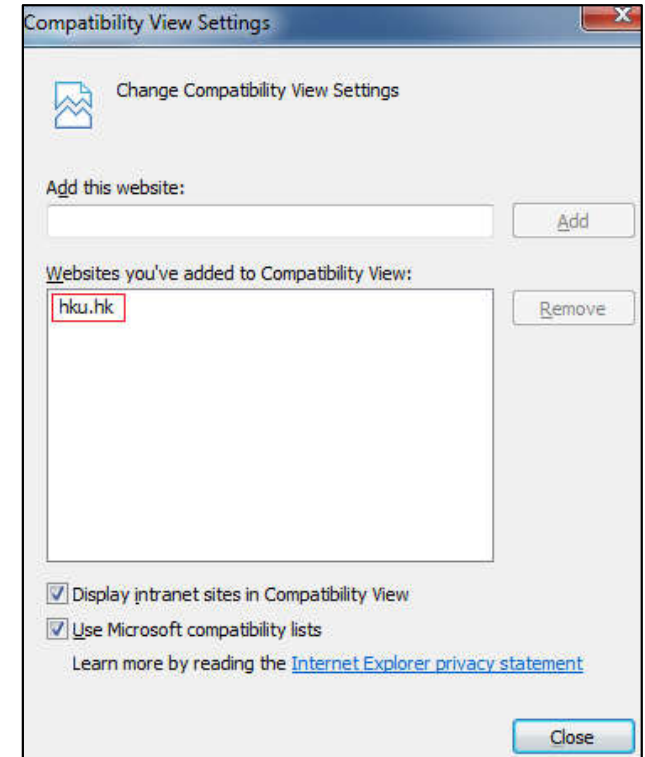
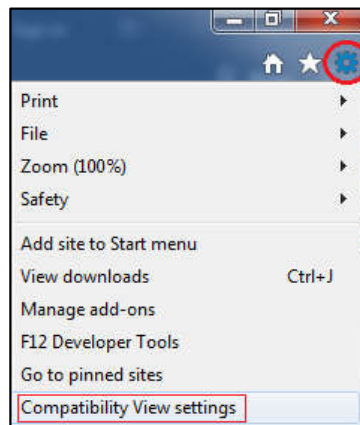
Step 1. Click the “-” button to minimize the SIS Menu.



Step 2. (Depending on the browser you use. Points (a)-(c) below are the supported browsers.)

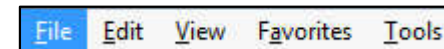
(a) For Internet Explorer

(i) Click the “Tools” icon > “Compatibility View settings” > add **hku.hk** if it has not been added.

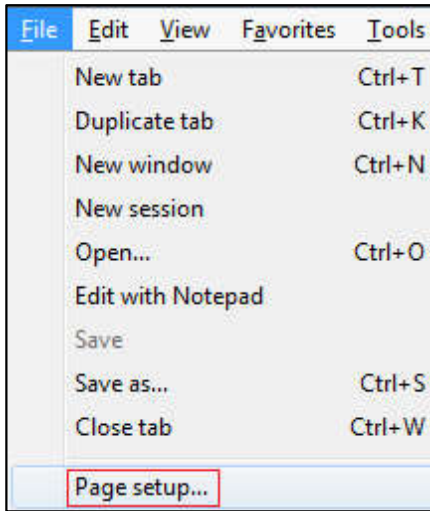


(ii) Click on anywhere within the transcript content. (This enables the browser to recognize the selected frame of webpage to be printed.)

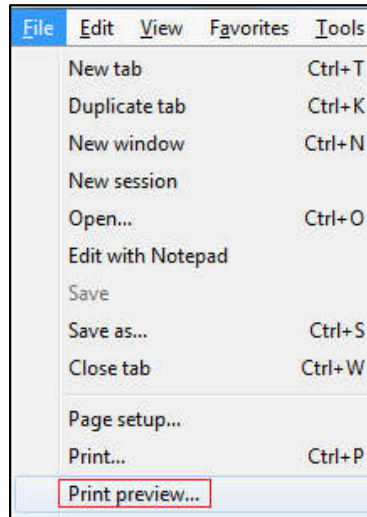
(iii) Press the **Alt** key on your keyboard. The browser’s menu bar will be shown on top.



(iv) If you want to remove any headers/footers from the page, click “File” > “Page setup” > select “Empty” for those header/footer options as necessary > click “OK”.

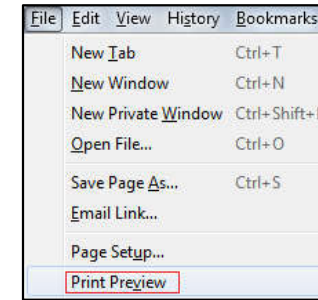


(v) To print/save the Transcript (Student Copy), click “File” > “Print preview”.

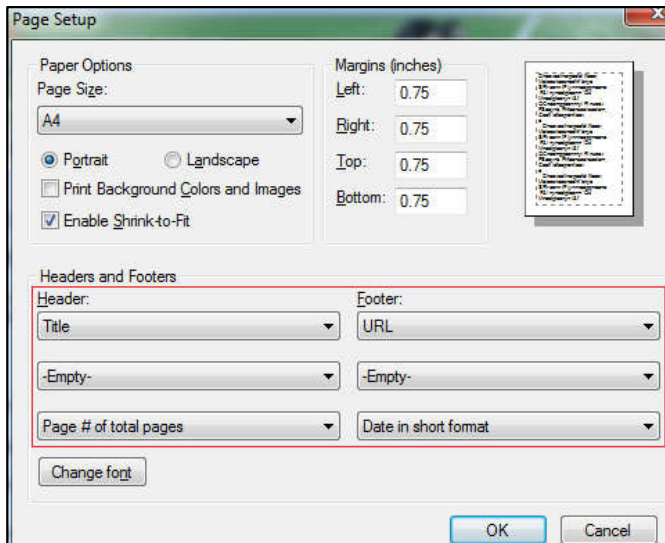


(b) For Firefox

(i) Press the **Alt** key on your keyboard. The browser’s menu bar will be shown on top. Click “File” > “Print Preview”.



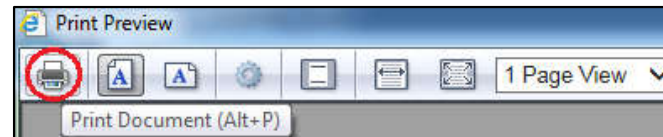
(ii) If you want to remove any headers/footers from the page, click “Page Setup” > “Margins & Header/Footer” tab > select “blank” for those header/footer options as necessary > click “OK”.



(vi) Select “Only the selected frame” to be printed.

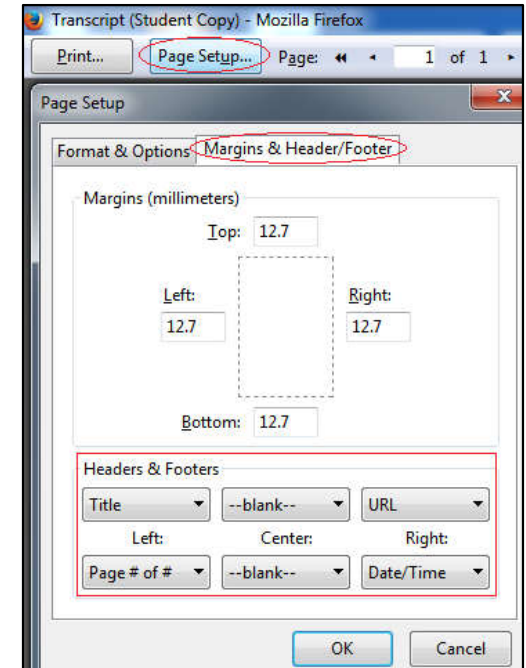


(vii) By clicking the “Print Document” icon,



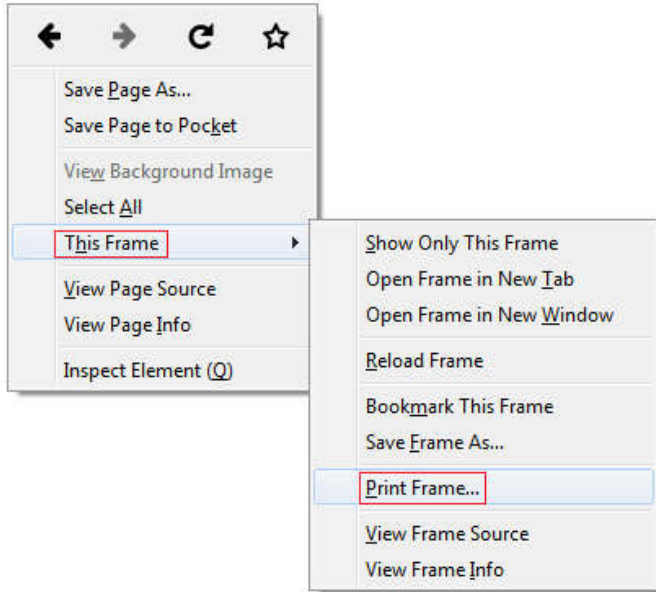
you can either:

- **print the page** by selecting the designated printer; or
- **save the page as PDF file** by selecting the “PDF Printer” (if any). If you do not have any “PDF Printer” on your personal computer, you can use the computers (installed with the PDF-XChange software) in the PC laboratories of Information Technology Services or your faculty.



(iii) Click “Close” to close the print preview.

- (iv) Right-click on anywhere within the transcript content > click “**This Frame**” > “**Print Frame**”.

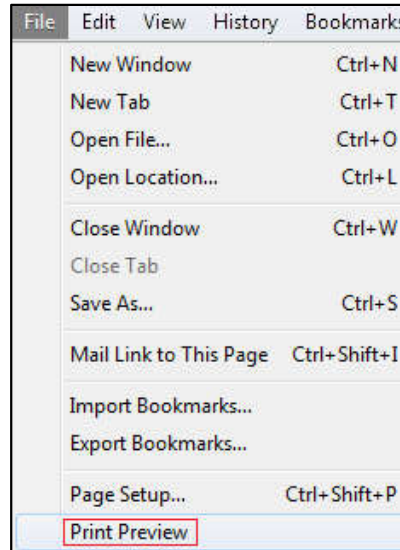


You can either:

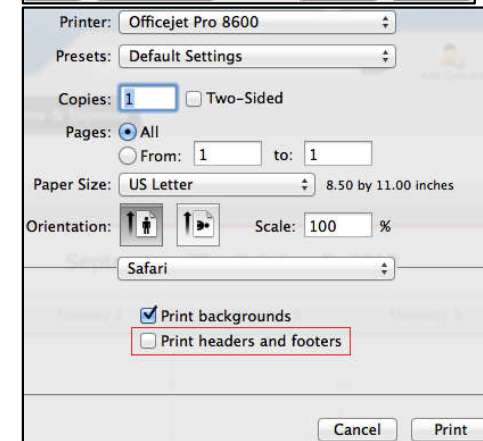
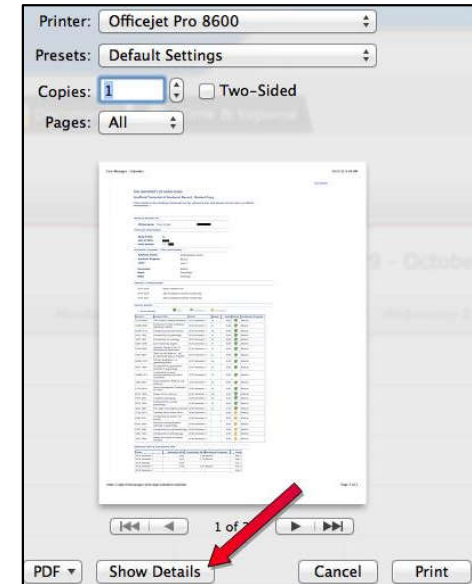
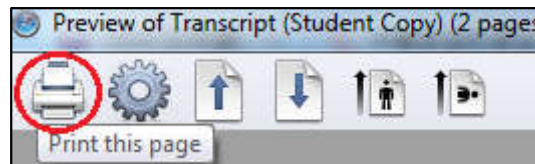
- **print the page** by selecting the designated printer; or
- **save the page as PDF file** by selecting the “PDF Printer” (if any). If you do not have any “PDF Printer” on your personal computer, you can use the computers (installed with the PDF-XChange software) in the PC laboratories of Information Technology Services or your faculty.

(c) For Safari

- Click on anywhere within the transcript content. (This enables the browser to recognize the selected frame of webpage to be printed.)
- Press the **Alt** key on your keyboard. The browser’s menu bar will be shown on top. Click “**File**” > “**Print Preview**”.



- If you want to remove the headers and footers from the page, click the “**Print this page**” icon > “**Show Details**” button > uncheck the “**Print headers and footers**” checkbox.



- By clicking the “**Print**” button, you can either:
 - **print the page** by selecting the designated printer; or
 - **save the page as PDF file** by selecting the “PDF Printer” (if any). If you do not have any “PDF Printer” on your personal computer, you can use the computers (installed with the PDF-XChange software) in the PC laboratories of Information Technology Services or your faculty.

Remarks:

- (i) If you have any on-hold items, you are not allowed to access the Transcript (Student Copy). The on-hold items (if any) would be shown under the Holds section (right-hand side of the “Student Center” page).



After accessing the Transcript (Student Copy), the following message will be shown.

You have on-hold item(s) and are restricted to access the Student Copy of Transcript. For details, please follow the navigation path below:
SIS Menu => Self Service => Student Centre => “Holds” section (on top right hand side of the page)

- (ii) If you are not eligible to view the Transcript (Student Copy), the message “No matching values were found” will be shown.



- (iii) For enquiries on the content of the Transcript (Student Copy), please contact the Academic Services Office (email: asoffice@hku.hk; tel: 28592433).