



## How to Upload an Unofficial Transcript to Profs Jobs

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### Acquiring Your Unofficial Transcript

1. Log on to Rowan Self Service/Banner (Accessible from Rowan.edu under the “Quicklinks” tab).
2. Click “Student & Financial Aid” → “Student Records” → “Academic Transcript” → “Submit.”
3. Starting with and including the “Transcript Data” line, highlight your transcript up to and including the phrase “Unofficial Transcript,” which is located above the Financial Aid links at the bottom of the page.
4. Copy the highlighted text by either right-clicking and selecting “Copy,” or using a keyboard shortcut (CTRL + C for Windows, Command + C for Mac).

### Saving and Formatting Your Unofficial Transcript

5. Open Microsoft Word or a similar word processing program (Avoid applications such as “Notepad” because they do not properly format the document).
6. Paste your unofficial transcript into the word document.
7. To better fit the unofficial transcript in the document, decrease the margin size. (Microsoft Word users can click the “Page Layout” tab → “Margins” → “Narrow”).
8. With the “Page Layout” tab still open, rotate the orientation to become Landscape. (Microsoft Word users can click “Orientation” and then select “Landscape”)
9. Save the document. The Office of Career Advancement suggests using a document name that incorporates your last name.

### Uploading Your Unofficial Transcript to Profs Jobs

10. Log on to Profs Jobs (Accessible from Rowan.edu/ProfsJobs).
11. Select the “Documents” tab and click “Add New” at the bottom of the page.
12. Select “Unofficial Transcript” as the Document Type.
13. Click the “Choose File” button and select the word file that has your unofficial transcript.
14. Create a title for your unofficial transcript in the “Label” entry field.
15. Click “Submit” at the bottom of the page.