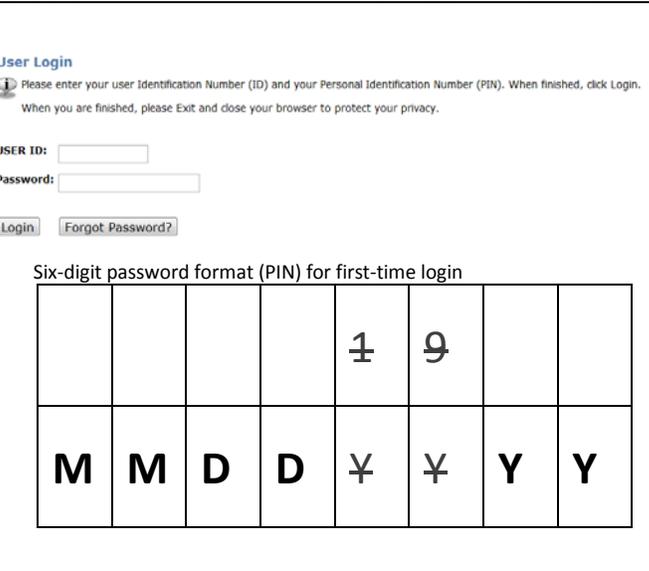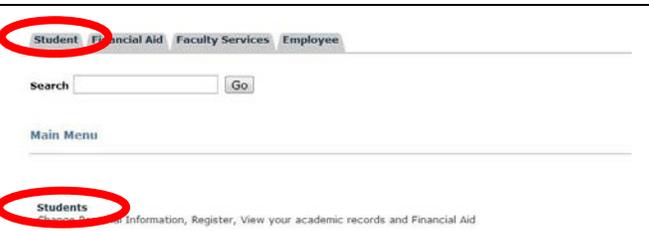# La Sierra UNIVERSITY

Self-Service Academic Transcripts

View your La Sierra academic transcript (if available).

Note: Returning users may also view transcripts by logging into MyCampus at www.mycampus.lasierra.edu and clicking **Grades**.

1	Go to www.lasierra.edu/selfservice, or from the La Sierra University homepage at www.lasierra.edu select SELF-SERVICE from the Quick Links pull-down menu located near the top right-hand corner.	
2	**RETURNING USERS** Your **User ID** and **Password** can be one of the following two options: Option 1 Option 2 USER ID La Sierra ID# Digital Username PASSWORD All-number password Digital (Email) Password **FIRST-TIME USERS** Your **User ID** is your La Sierra ID# and your **Password (PIN)** is your six-digit birthday in MMDDYY format. For example: May 18, 1990 becomes 051890. After successfully entering your initial birthday password **(PIN)**, you will be prompted to enter it again **(Old PIN)** and create a *new* six-digit **Password (New PIN)**. If multiple incorrect logins lock your account, contact the Center for Student Academic Success at (951) 785-2452.	**User Login** Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy. USER ID: [____] Password: [____] [Login] [Forgot Password?] Six-digit password format (PIN) for first-time login 				1̶	9̶			 	**M**	**M**	**D**	**D**	**Y̶**	**Y̶**	**Y**	**Y**	
3	From the Main Menu, select **Students**, either at the tab on the top left-hand corner or from the list of portals further down the screen.	Student Financial Aid Faculty Services Employee Search [____] [Go] **Main Menu** **Students** Change Personal Information, Register, View your academic records and Financial Aid
4	From the Student Information menu, select **Student Records**.	**Register for Classes** Click here to register for classes for your next quarter (registration must be open) **Other Registration Options** Use this for other registration actions like checking your Course Schedule, Changing Class Options or Withdrawal Information. **Student Records** View your holds; Display your grades and transcripts; Review charges and payments.
5	Select **Academic Transcript** for a detailed listing of your past and currently registered courses. Select **Academic Transcript (Simplified)** for a concise listing of your coursework.	View Holds Midterm Grades Final Grades Grade Detail Academic Transcript Academic Transcript (Simplified) University Worship Attendance
6	If selecting **Academic Transcript**, select **In-house Academic Transcript** in order to view all coursework, including Advanced Placement (AP) test scores and transfer credit.	Transcript Level: [All Levels ▼] Transcript Type: [In-house Transcript ▼] [Submit]
7	In the **Academic Transcript,** ensure your **Current Program** is correct. If not, complete a Change of Major request at www.lasierra.edu/advising. Below your Current Program, your classes are displayed.	*Transcript Data* **STUDENT INFORMATION** **Curriculum Information** **Current Program** **Major:** English

QUESTIONS? Call the **Center for Student Academic Success (C-SAS)** at (951) 785-2452, visit www.lasierra.edu/csas, e-mail us at advising@lasierra.edu, or go to Sierra Vista Hall (SVH) Room 114 for assistance. For campus maps, visit www.lasierra.edu/campusmap.