**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.

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**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:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER ID</td>
<td>La Sierra ID#</td>
</tr>
<tr>
<td>PASSWORD</td>
<td>Digital Username</td>
</tr>
<tr>
<td>All-number password</td>
<td>Digital (Email) Password</td>
</tr>
</tbody>
</table>

**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.

**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.

**4**
From the Student Information menu, select Student Records.

**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.

**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.

**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.

**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.