

## TO VIEW YOUR SAINT ROSE UNOFFICIAL TRANSCRIPT:

- Go to <http://www.strose.edu>
- In the top right corner of the homepage click on **Gateways** and select **LOGIN**
- Scroll down to “Secure Site” and click on **LOGIN TO SECURE SITE**
- Click on **Login to Secure Area** – (Available 7 days a week 6:00am – 1:00am)
- Enter your **User ID number** (This is your College of Saint Rose Student Identification Number)
- For added protection you enter a **Personal Identification Number (PIN)**

If you visited the secure area before, you selected a six digit number as your personal identification number. If you have never visited the secure area, the PIN is your month, day, and year of birth (MMDDYY). You will be prompted to change the number at the first log in. Pick a number you will remember. You will then be prompted to answer a security question. The answer will allow you to reset your pin if you should forget it.

- Click on **Student Records**
- Click on **Academic Transcript**
- It will default to All Levels and Unofficial, click **Submit**