

## Uploading Unofficial Transcripts

Some employers wish to see unofficial transcripts during the application process. There are a few steps involved in getting your transcripts from MURPHY Online to your application and will require you to use a PDF creator program. Programs such as "PDF Creator" or "CutePDF Writer" are freely available online.\*

**PDF Creator is available on our Resource Center computers in 124 Murray-Herrick.** Many computers ship with a PDF creator already installed. Any PDF creator will do as long as it creates PDFs less than 200KB in size (See "File Size Issues").

\* PDF Creator and CutePDF Writer are examples of free software available and their mention here should not be understood as a recommendation or endorsement by the Career Development Center. As with all downloadable software, be sure to check online reviews and read installation instructions carefully.

### 1. Login to MURPHY Online

Go to the UST Homepage, [www.stthomas.edu](http://www.stthomas.edu). Click on the Tools Menu, and select Murphy Online. Click on the **Login to Murphy Online Secured Area** link. You will then be asked to enter your Student ID Number and PIN. If you do not know your PIN please contact the IRT Tech desk at (651) 962-6230.

### 2. View Your Unofficial Transcripts

From the Murphy Main Menu follow these links:  
**Student Services → Student Records and Account Info → Academic Transcript → Submit**

### 3. Print to PDF

In your browser, go to the **Print** option. From the printer selection screen choose PDF rather than the standard printer and click on OK. The PDF program will start and ask you to name your document. We recommend: ***your-name Transcript.pdf***.

### 4. Email to Employer

You can email the saved PDF document as an attachment to the employer.

**University of St. Thomas Career Development Center  
Questions? Contact Us!**

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