

YES User Guide: Unofficial Transcript Access

A student's unofficial transcript can be accessed using their YES account through the Academic Record section. This allows for a quick way to obtain and review a student's record without ordering an official transcript.

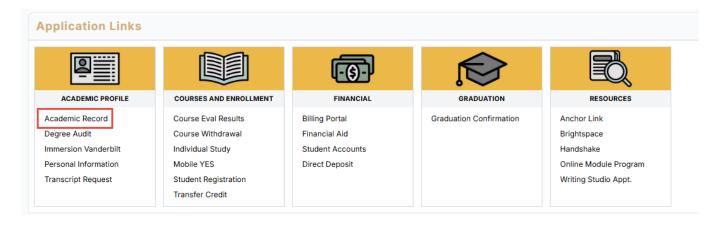
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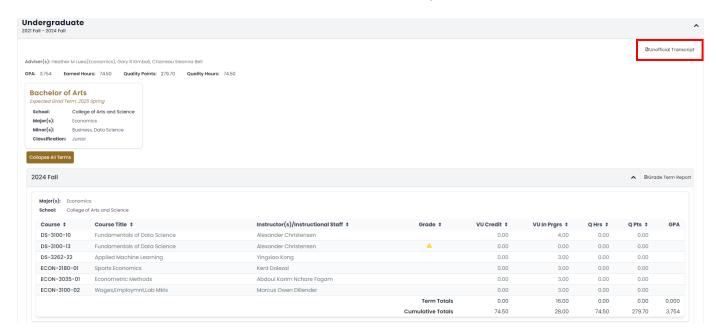
Navigating to the Academic Record

- 1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
- 2. On the student landing page, click Academic Record.



Academic Record

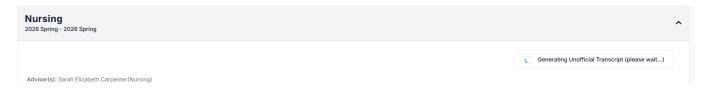
Students will have access to download an unofficial transcript.





Downloading the Official Transcript

Once downloaded, you can save and print as necessary.



Be sure to log out of YES when you have finished using the application.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.