**Central Connecticut State University – Faculty: Viewing a Student's Transcript**
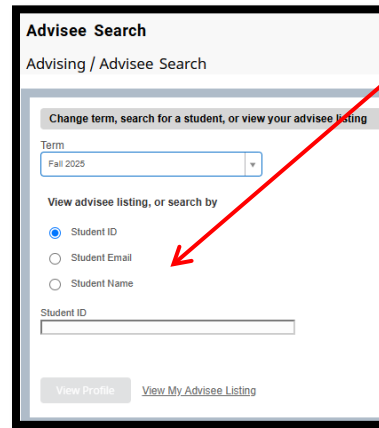
1. Go to the CCSU website **www.ccsu.edu** and click on **"CentralPipeline"** in the upper right.
2. **Log in** with your CCSU email address and BlueNet password, then approve the multi-factor authentication request using your 2nd device (mobile device or phone).
3. Click on **"Faculty & Advisor Resources"** on top menu line.
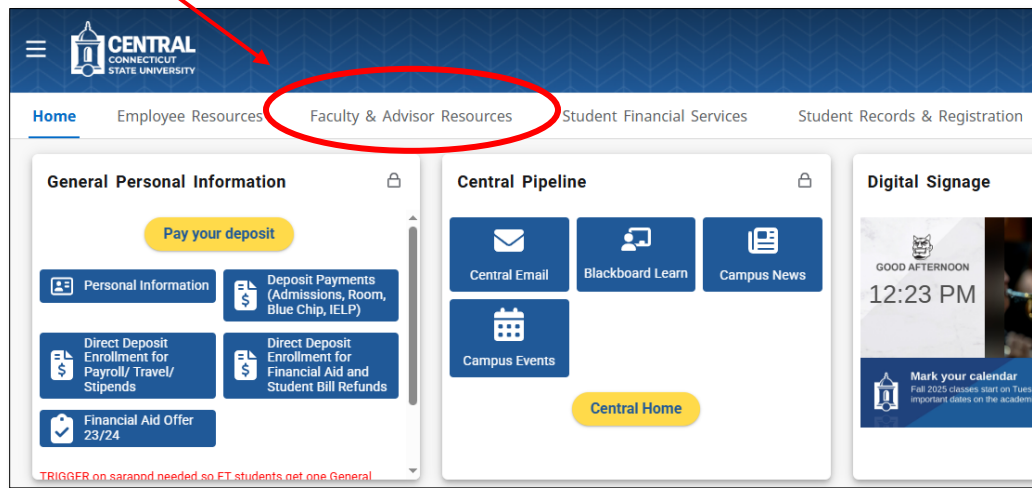
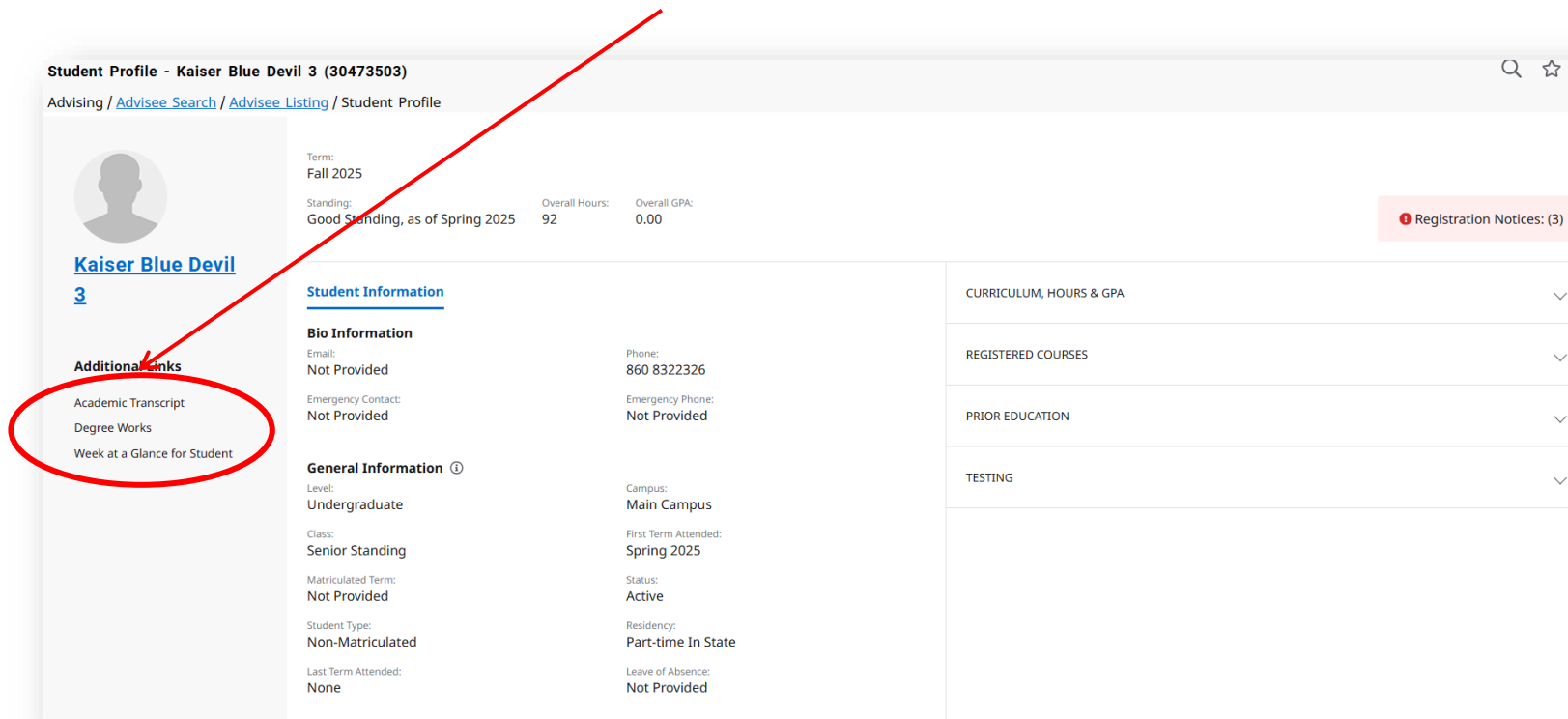4. In the card **"Student Advising"**, click on **"Search for Student(s) & View Advisees"**
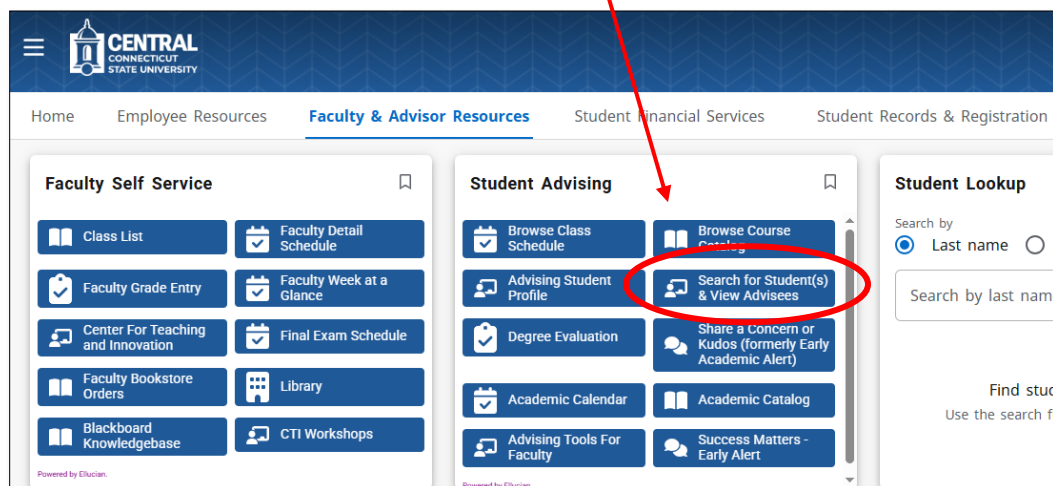
5. Simple Search for one student: Search by **Student ID** or **Student Email** or **Student Name,** then hit **Enter:**

The student's **Profile** will appear. Click on **Academic Transcript**.

At the prompts: For Transcript Level, select "**All Levels**"; For Transcript Type, select "**Web Transcript**"; then click "**Submit**".

6. or you can Search by all your Advisees, by clicking on "**View My Advisee Listing**":

Use the **Filter** to filter your list to only currently "**Active**" advisees.

Click on **Filter**, then change "**Name**" to "**Student Status**" and select the parameter "**Active**" and click "**Go**".

Click on the Student's Name to view detailed information, including a link to their **Transcript and Degree Works** degree evaluation:

To view the **Student's Transcript,** click on "**Academic Transcript**".

1. For Transcript Level, select "**All Levels**",
2. For Transcript Type, select "**Web Transcript**",
3. Then click "**Submit**".