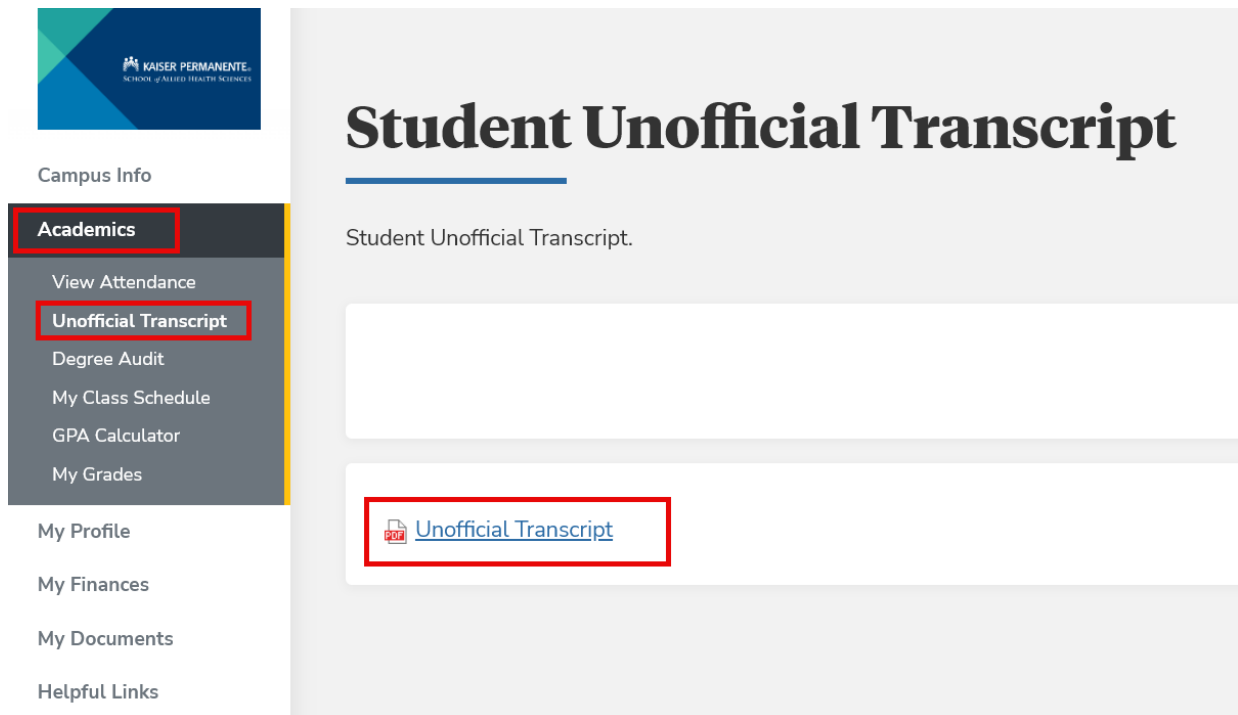


## Accessing Unofficial Transcript through Student Portal

Students who attended KPSAHS after 2013 can access their unofficial transcripts in PDF format through the Student Portal (<https://www.mykpsahs.com/>). Below are the steps:

1. Log into your Student Portal account. Your username is in firstname.lastname format.
2. Click on the "Academics" menu option on the left side of your screen, and then click on "Unofficial Transcript." A PDF icon will be displayed under "Student Unofficial Transcript." Proceed to click on the PDF icon to view your unofficial transcript.



The screenshot displays the Student Portal interface. On the left is a navigation menu with the following items: Campus Info, Academics, View Attendance, Unofficial Transcript, Degree Audit, My Class Schedule, GPA Calculator, My Grades, My Profile, My Finances, My Documents, and Helpful Links. The 'Academics' and 'Unofficial Transcript' items are highlighted with red boxes. The main content area on the right features the heading 'Student Unofficial Transcript' and the text 'Student Unofficial Transcript.' Below this, a white box contains a PDF icon and the text 'Unofficial Transcript', which is also highlighted with a red box.

Email the Student Records Department at [KPSAHS-Student-Records@kp.org](mailto:KPSAHS-Student-Records@kp.org) if you have any questions or require any assistance.