Receipt
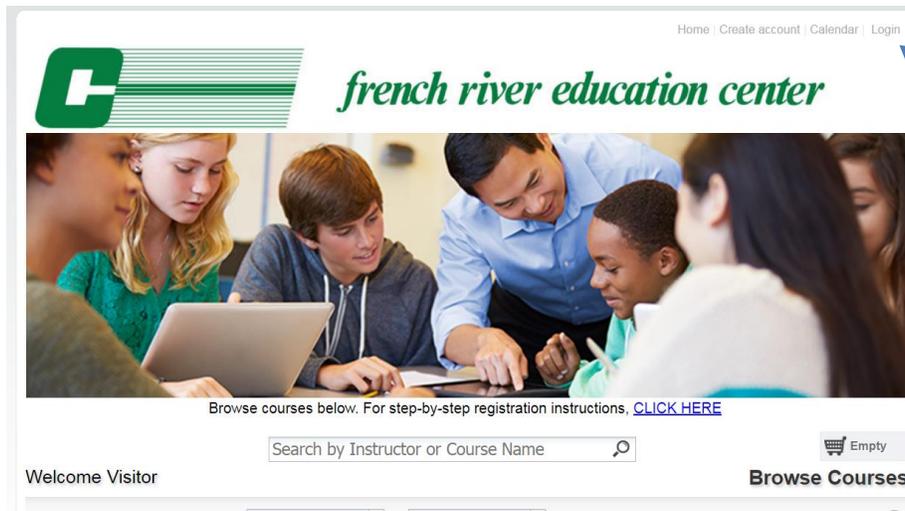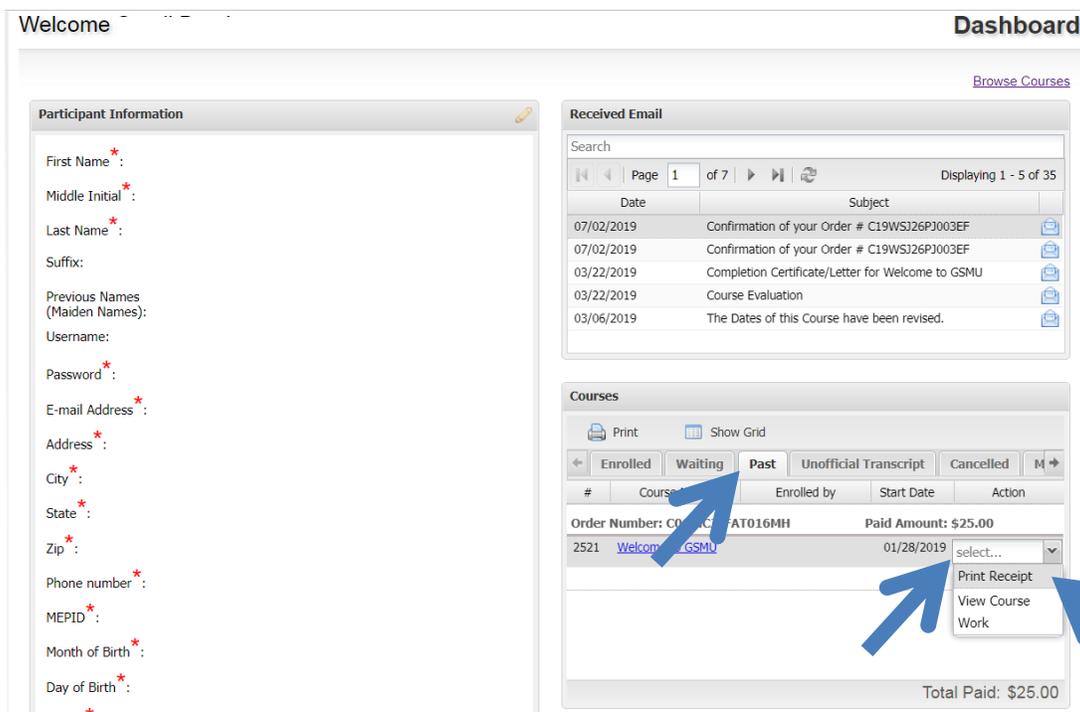
Log into your GoSignMeUp account

In your dashboard: click the *Past* tab - click *select* next to the desired course - then choose *Print Receipt* in the drop down menu. If the course does not appear on the **Past** tab- click on **Unofficial Transcript** tab

Choose Print

To obtain an unofficial transcript:

Click on the "Unofficial Transcript Tab"

Enter a range of dates into the "From" and "To" fields. Make sure you enter dates that capture the start and end of the course you took.

Then Choose Print.

This will give you an unofficial transcript (with grade) for all of the courses within the date range provided.