

Instructions for Running Your Transfer Credit Report (PDF)

- 1. Visit Buckeye Link: http://buckeyelink.osu.edu/
- 2. Scroll down and choose Run a Transfer Credit Report Click See More until you find it.

	View My Grades Record of all grades	0	2	Class Search Mobile thendy i 🗢		My To-Do List Actions you must take	0	Advising Report Your Advising Report	1 0	
>	Submit eTimesheet Timesheet request approval			Run a Transfer Credit Report Find out what credits transferred 2 0		Degree Audit Progress toward degree	0	Study Abroad Cocesson abroad progra	na i ⊙	
2	My Class Schedule Your scheduled courses	0	1	Schedule Planner Tool for acheduling	ſ,	Orientation For students new to Ohio State	0	Free Application fo Student Aid Financial ard application	i O	
6	Statement of Account Billing statement	0		Registration, Fees, and Important Dates Enrolment-related dates i 🗢	6	Guardian Payment (Guardian) Make a payment for student	0	Your OSU ID Look up your ID number	i 0	,
	View W-2/W-2c Forms Wage and salary information	0	≫	My Buckeye Link Reference Guide	5	Financial Responsibility Statement Required every term	0	Contact Buckeye L Formerly the Student Ser	ink vice Center i ©	
Structure 36 of 107 See More										
								f 🎔	•	

3. At the Self Service page click Request Audit

THE OHIO STATE UNIVERSITY Transfer Credit Report									
↑ Students -									
Student: BUCKEYE BRUTUS ESQ									
Get Started									
Welcome to u.achieve® Self Service									
To run an audit:									
Fill out the courses in the 'Manage Student' area (optional).									
Press Request Audit when you complete the courses list.									
You need to request an audit before viewing results. Request Audit									
You must have the free Adobe Reader program installed on your computer to view the documents marked [201]. Download the free Adobe Reader program. Copyright © 2013 CollegeSource, Inc. All Rights Reserved. Privacy Policy Build u.achieve Self Service-167 08/30/2013 01:37 PM									

- 4. At the **Request an Audit** page *Run Current Programs* will be selected by default. Change this to *Run Selected Program* and set the following as:
 - School: TRN-Transfer Credit Report
 - College: OSU
 - Major: TRANSFER
 - Degree: EVALUATION
 - Program: TRANSFER CREDIT REPORT-TCR-ALPHA
 - Catalog Year: (Select any option here)
 - Format: PDF (Under Options)

5. Click Run Audit to run your Transfer Credit Report

Note: An **HTML** version of the Transfer Credit Report opens by default. To produce a **PDF** version, under *Options*, change *Format* to **PDF**

-							
THE OH	IO STATE UNIVERSIT	Y				Transfe	r Credit Report
-							
A Students							Q.,
Student: BUCKEYE BRU	Auto	dits - Exceptions Profile -					
Request an Au	udit						
Select A Program							
Run Current Program						-	
School	Degree Program	Title BACHELOR OF SCIENCE IN	Catalog Year	Marker	Value	Туре	CATLYT
EHE	FMRESM-PRE	HUMAN ECOLOGY	20142				
Run Selected Progra	am:						
Choosing a degree pro-	gram here will not change your decla	ared degree program.					
School TRN - Transfe	er Credit Report	•		1			
College: OSU							
Degree Major: TRANS Degree: EVAL							
Degree, EVAL							
Program TRANSFER C	REDIT REPORT - TCR-ALPHA	*					
Catalog							
Year AU 2014	•						
Options							
Include in Progress Courses							
List All	T-Default						
What If Courses	**- Default *						
Run Type	S-Degree Audit with Course S	ort T					
Format	PDF •						
Run Audit Cancel							
fe	You must h	ave the free Adobe Reader program installed on yo	our computer to view the documents	marked Hor. Download the free Adobe	e Reader program.		
		Copyright @ 2	2013 CollegeSource, Inc. All Rights I	Reserved.			
		Build u.sch	Privacy Policy ieve Self Service-187 05/30/2013 01	1:37 PU			

- 6. You will be directed to the **Completed Audit Requests** page where your audit will appear shortly
- 7. Click View Audit to open the report

П ТНЕ ОНІО	State Universit	Y					Transfer Cr	edit Report	
👚 Students -								Q	
Student: BUCKEYE BRUT	US ESQ	Audits -	Audits - Exceptions Profile -						
Completed Audit These are the audits that have New Audit		udent's recor	d. Hitting the "New Audit" button wi	ll run a new audit report. Deletin	ig audits removes them from this	list.	select all/	Delete select none	
Program	Catalog Year			Format	Run By	Type	View	Delete	
TCR-ALPHA	99993		06/25/2014 12:53 PM	POF	x0000006		View Audit		
	You must)	nave the free Ad	P	ter to view the documents marked (1997) geSource, Inc. All Rights Reserved. htvagy Policy Service-167 05/30/2013 01:37 PM	Download the free Adobe Reader program	L	Î		

8. Click "Download PDF Audit." Save the file for your records.

