Steps to Obtain an Unofficial Transcript
In order to access an unofficial transcript, you must log into my.Harvard. In order to do this, you must have claimed a Harvard Key. Once you have your Harvard Key, log into my.Harvard, and click on the Alumni tab:

1. Select Grades, then View Unofficial Transcripts

2. Select the Report from the drop-down menu and click View Report

Please note: an active pop-up blocker will prevent you from opening your unofficial transcript!