



Instructions for Obtaining and Uploading an Unofficial Transcript into Lightning JobSource

To obtain the unofficial Transcripts

1. Log in to Pipeline.
2. Click on the Raidernet tab.
3. Click on the Student tab.
4. Click the Student Records link.
5. Click the Transcript link.
6. Choose the appropriate transcript level and type and click submit.
7. Save as a Word Document:
 - Copy and paste your transcript into Word. To maintain the table format when copying and pasting, begin highlighting before "Transfer Credit" and drag your cursor all the way down the page to the end of "Unofficial Transcript."
 - Save your document as a .doc file.

To upload the unofficial Transcript

1. In your Lightning JobSource Account, click the Documents tab on the top toolbar.
2. Choose Add New.
3. Name the file appropriately (e.g. "[Name]'s Unofficial Transcript"), choose Unofficial Transcript as the document type, and browse for your saved PDF or Word file (file must be under 500KB).
4. Click Submit.
5. For job postings that require/desire an Unofficial Transcript, you will be given the option to choose your uploaded transcript from a pull down menu in the Application Status area of the posting.