# How to Print Course Schedule and Transcript

This is a quick reference guide to help you print your course schedule and transcript.

IMPORTANT: Never use the INTERNET EXPLORER browser with Bb (faculty or students).

1. Microsoft is no longer doing IE updates, so it no longer supports Bb functionality. Students, faculty and staff all normally access the Blackboard by logging into the myCommNet website, click: http://my.commnet.edu and click LOG IN
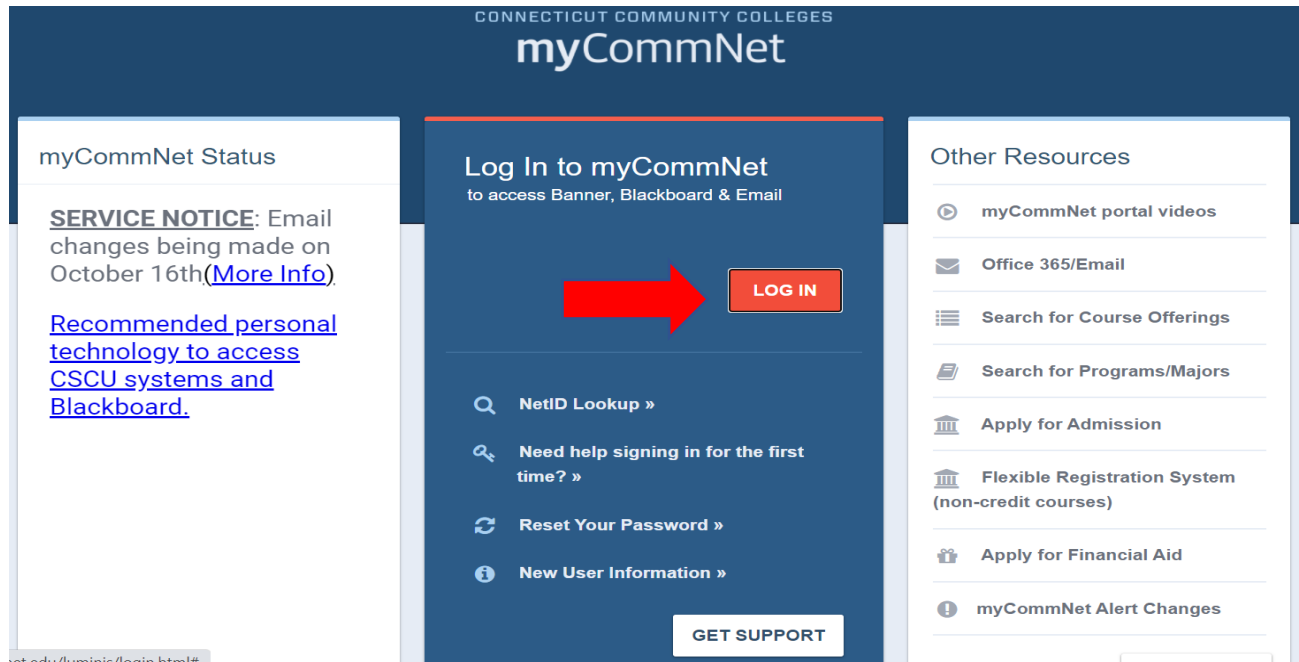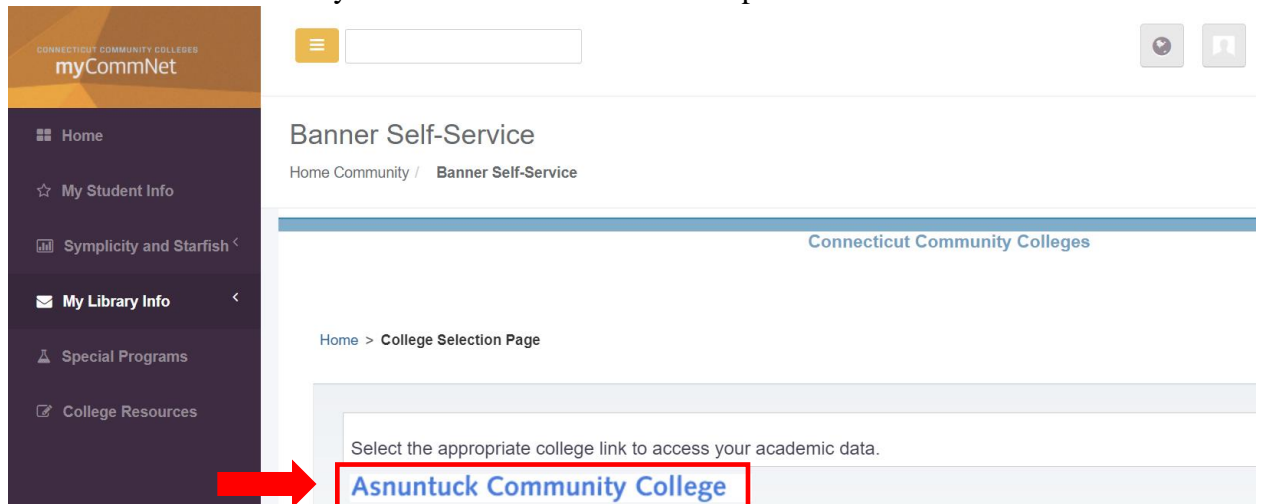

2. Sign in using your full NetID (i.e., ########@student.commnet.edu) and click "Next" to enter your password.
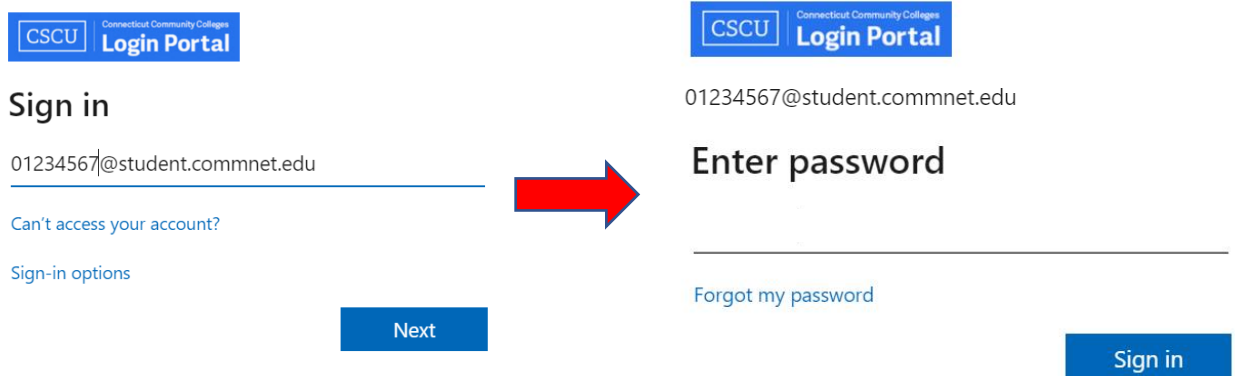
3. Click **Banner Student & Faculty Self-Service** on the right side of the top to enter Banner
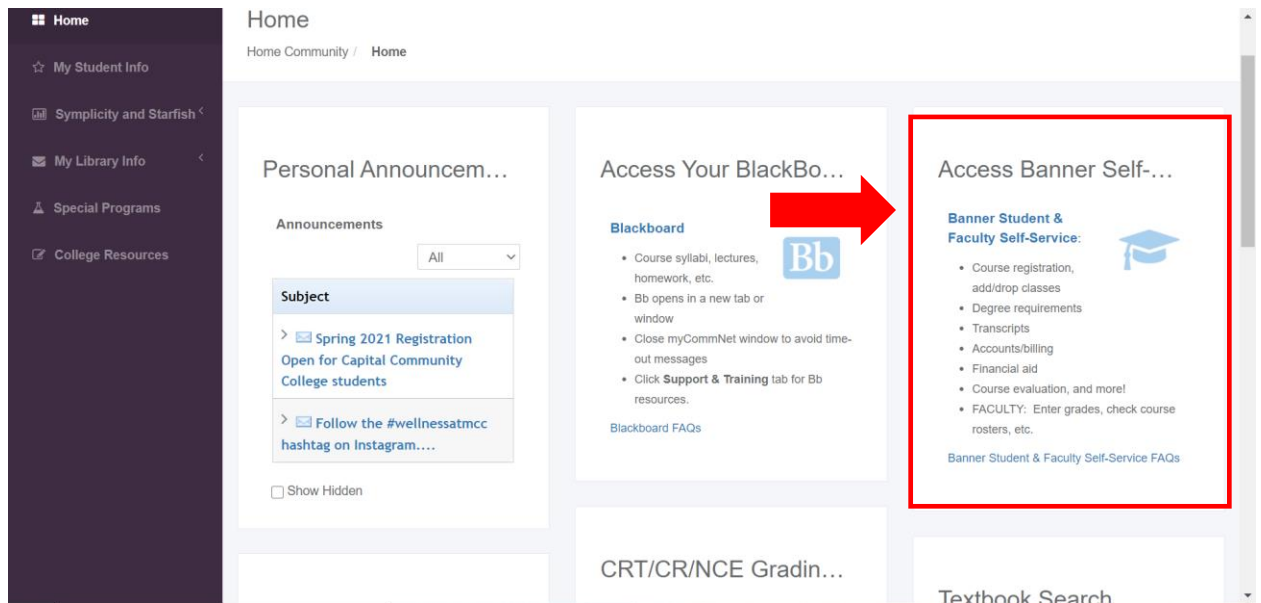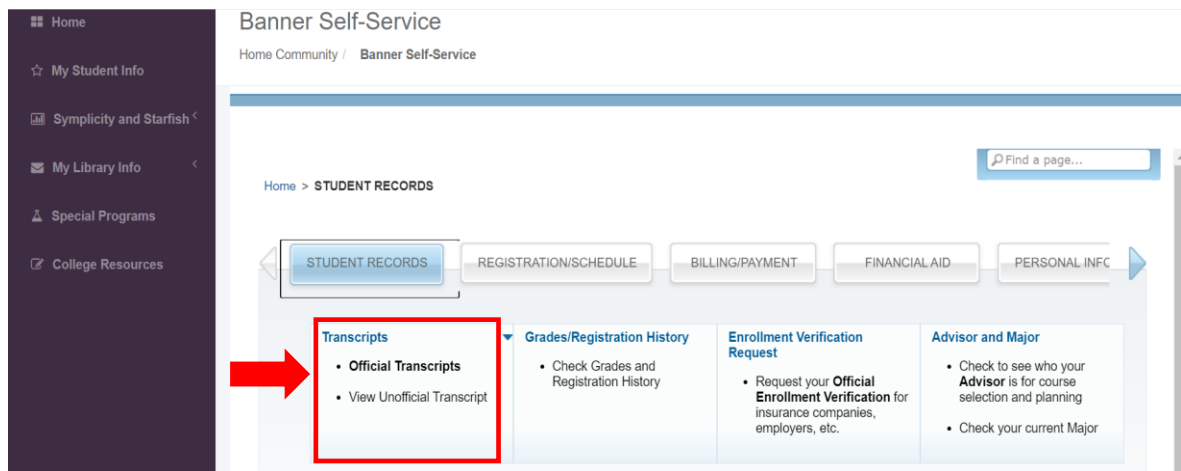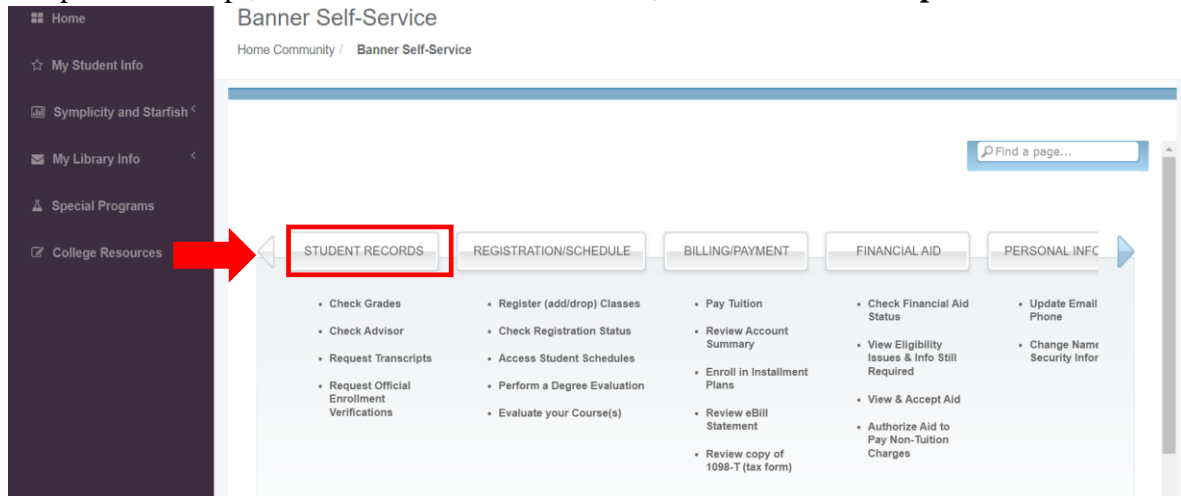

4. Select Asnuntuck to find your course schedule or transcript.

5. Print transcript, follow the step 6 to 8, printing course schedule, skip to the step 9.

6. For print transcript, click **STUDENT RECORDS**, then click **Transcripts.**

7. Click **View Unofficial Transcript** to print transcript or click **Request Official Transcript** to send your official transcript to another institutions.
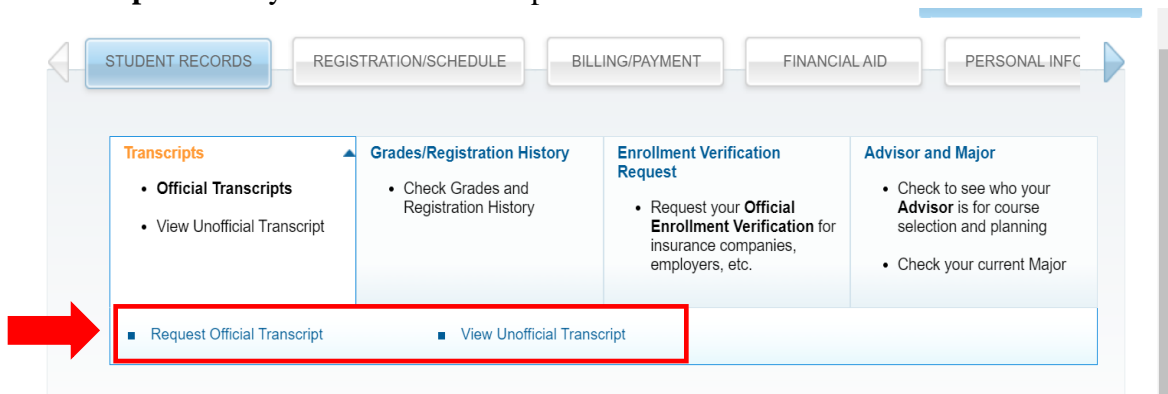
8. For print unofficial transcript, after submitted the transcript level, click **CLICK HERE TO PRINT THE UNOFFICAL TRANSCRIPT** to print.

9. For print course schedule, click **REGISTRATION/SCHEDULE**, then click **Student Schedule**

10. Select a term, then click **CLICK HERE TO PRINT CLASS SCHEDULE** to print