How to Request Unofficial Transcripts in Joe’Ss

Log onto: https://joess.mst.edu/psp/prd/?cmd=login

If you have trouble logging in you may select under the HELP LINKS on the left hand side you can select “IT Help Desk”

Once in Joe’Ss pull down the “Main Menu” tab

- Self Service
- Academic Records
- Request Unofficial Transcript

“Submit”
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You’ll receive a note that an unofficial transcript will be emailed to you

The unofficial transcripts are emailed out in an automated process and will be in your university inbox in a few minutes.