BOSTON COLLEGE

EagleApps

Requesting Unofficial Transcripts User Guide

Contents

# Introduction

Students can now request unofficial transcripts through **EagleApps**.

IMPORTANT: During grade processing periods, please note that **all required course evaluations must be completed** before an unofficial transcript can be requested.

Accessing the Transcripts Module

1. Sign in to the **Agora Portal** using your BC credentials.
2. In the **My Services** screen, locate the **Academics and Courses** section.
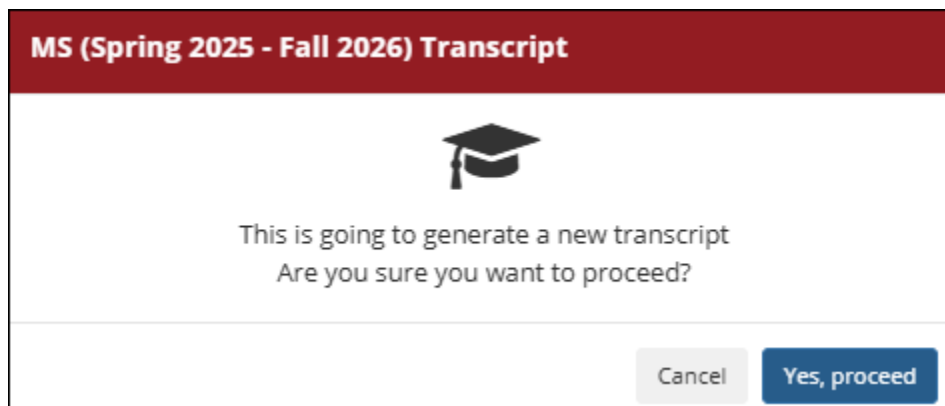3. Click the **Transcript – Unofficial Transcript Request** link.
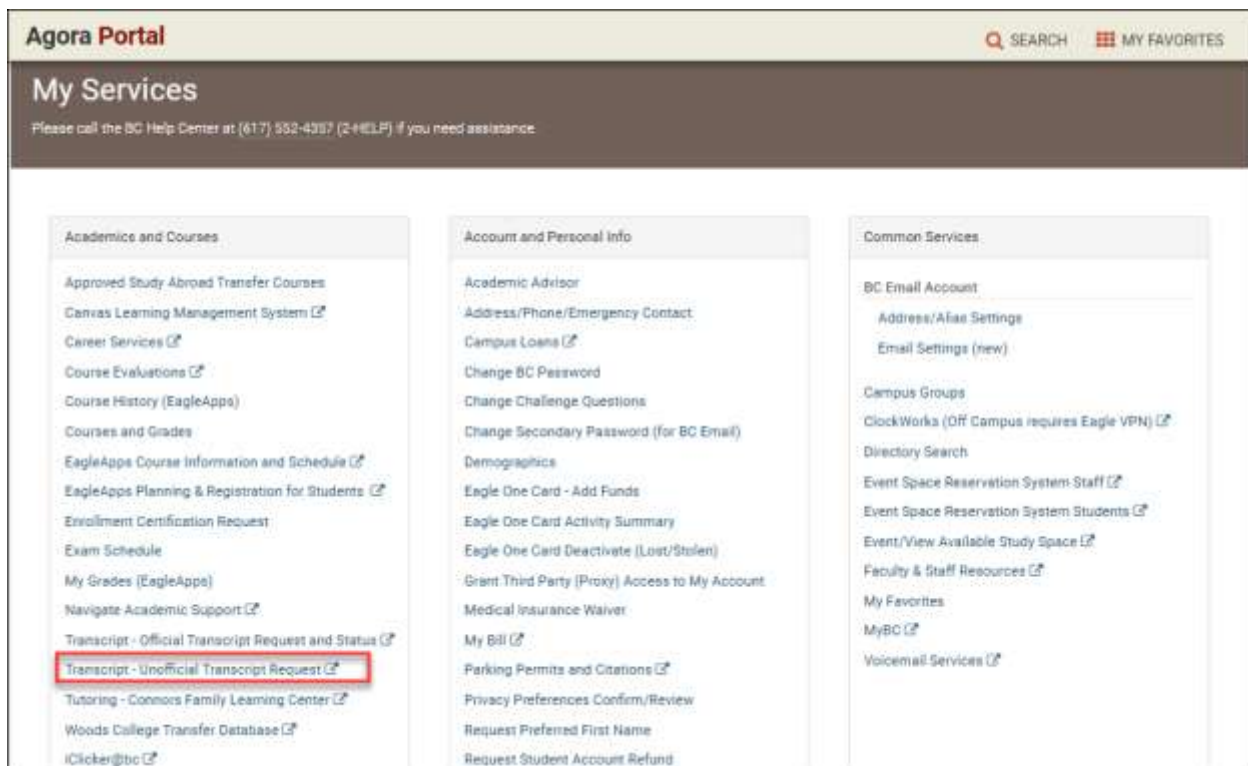
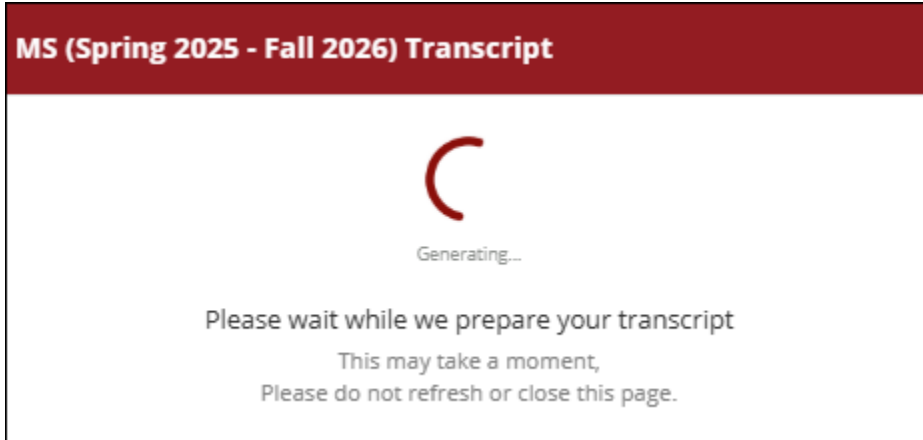# Requesting an Unofficial Transcript in EagleApps

1. After clicking the link, the **My Transcripts** screen will display a list of unofficial transcripts available in EagleApps.
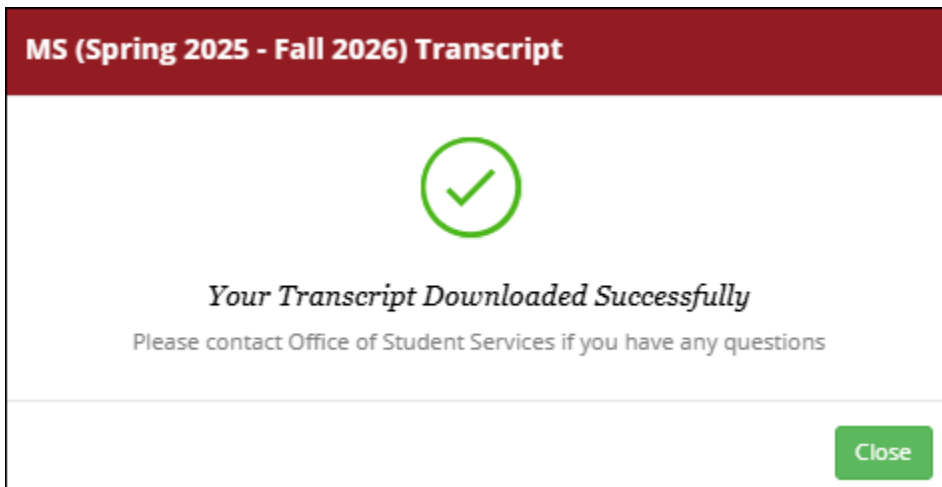2. Select the transcript you wish to download and click **Generate Transcript**.

3. In the **Transcript Confirmation** dialog box:
   o Click **Yes, proceed** to download the unofficial transcript.
   o Click **Cancel** to go back to the previous screen.

4. A dialog will appear notifying you that your request is being processed.

MS (Spring 2025 - Fall 2026) Transcript

Generating...

Please wait while we prepare your transcript

This may take a moment,
Please do not refresh or close this page.

5. A confirmation message will appear once your unofficial transcript has downloaded successfully.

MS (Spring 2025 - Fall 2026) Transcript

Your Transcript Downloaded Successfully

Please contact Office of Student Services if you have any questions

Close

Help and Support

If you have an issue or require access to EagleApps, please open a help ticket using the EagleApps Help/Incident Request Form, and production support/subject matter experts will contact you directly and also set up time with you (if that helps). Below you will find the relevant links for help and support of EagleApps.

Form	Purpose	Who Should Use These Forms
EagleApps Help / Incident Request	This form is to be used to submit application or data issues encountered when using any of the EagleApps Modules, including Enrollment (CMCO), Student Accounts, Institutional Awards, or Financial Aid.	Only those users who actively use EagleApps and have an EagleApps account.
Student Services Systems Access Request	This form should be used to submit requests for access to any of the applications and data supported by Student Services.	Boston College Community/Public that are authorized to use these applications per their job requirements and duties. These users must also be approved by the respective business owners of each application to ensure they have the clearance to view and/or modify the corresponding data.