How to generate your HEAR from MyCampus

Please note: If you follow these steps and transcript does not appear this is likely to be a pop-up blocker. You may see the following icon in your address bar.

Please check your browser settings and disable any pop-up blockers. If you are unsure how to do this please use the help function on your browser.

Some students have reported issues when using Safari. We recommend you use Chrome or Internet Explorer.

1. Click on My Academic Record

   ![Academics Menu]

2. Select View Electronic HEAR

   ![My Academics Menu]

   ![view my timetable]
3. Click on View Report (Make sure pop-up blockers switch off)

4. Click View all Requested Reports – allows user to view previously requested HEARs