## How do I retrieve my Bentley University "unofficial transcript/academic record" from Workday?

- 1. Log into your Workday account
- 2. From home page, click on the academics button
- 3. Select "view my academic record" and then select print on the top right
- 4. Wait for it to show "download my academic record"
- 5. Save your PDF file > Upload onto Documents section of Handshake