1. Click on e-SERVICES under Current Students

2. Login in with your Star ID and Password

3. Click "Award Letter" under the Financial Aid tab

4. Click "Grades and Transcripts" tab then "Academic Record"
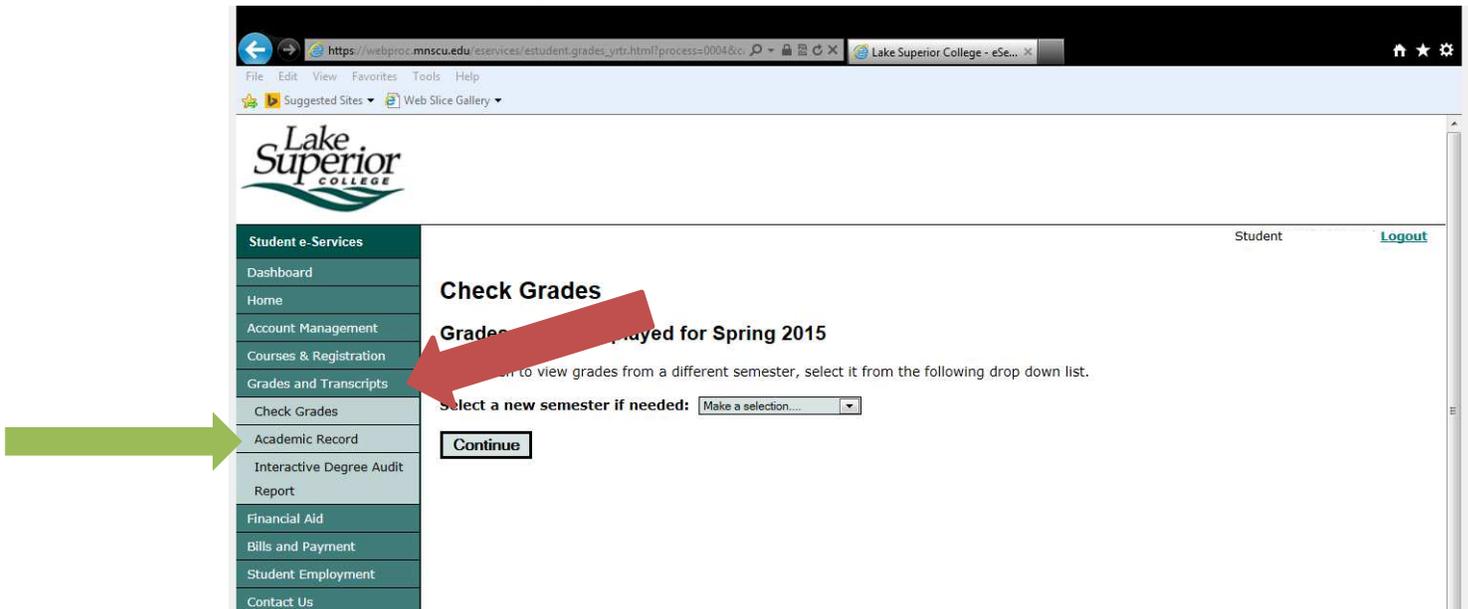
5. Then click "Chronological"
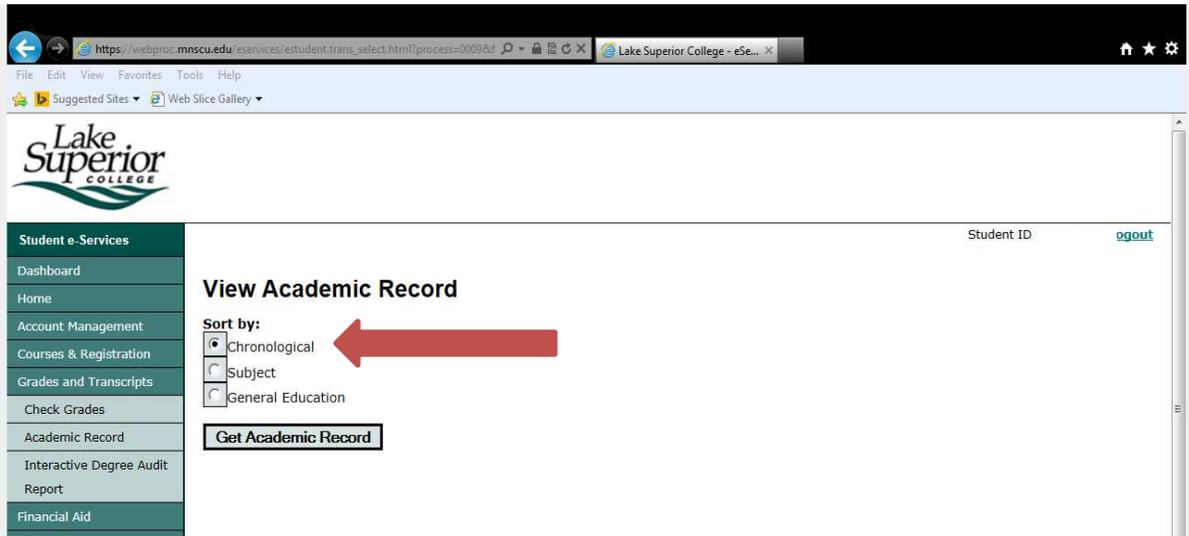
6. Copy and paste Financial Award Letter and Academic Record into word documents – then, "Save As" PDF documents.