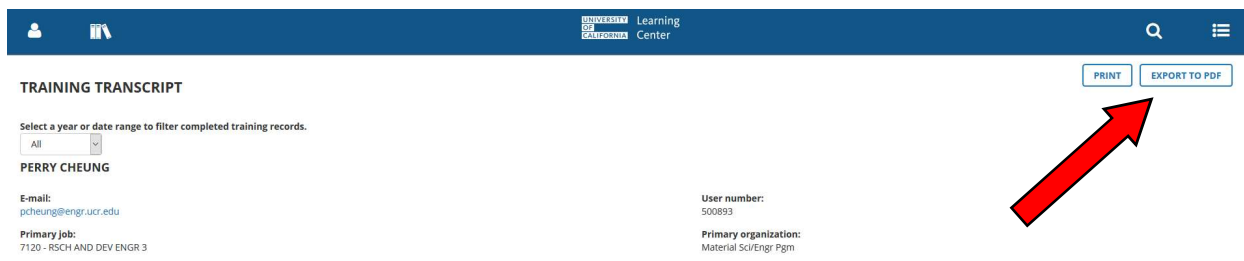1. Access your UC Learning Center (LMS)
2. Click on "*Transcript & Certificates*"

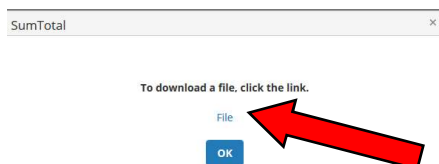
3. Click on "*Date Range*" and select "*All*"

4. Click on "*Export to PDF*"

5. Click on "*File*" to open up the pdf file

6. Proceed to *save* the pdf file of your transcript