

# OCI – Uploading Unofficial Transcripts

Some employers wish to see unofficial transcripts during the On-Campus Interviewing process. There are a few steps involved in getting your transcripts from MURPHY Online to your profile in the On-Campus Interviewing system and will require you to use a PDF creator program.

**PDF Creator** is installed on our Resource Center lab computers in 355 Murray Herrick, fourth floor QMCS lab in O’Shaughnessy Science Hall (OSS 434) and in the Graduate Software lab on third floor O’Shaughnessy Science Hall (OSS 327). Many Macintosh computers ship with a PDF creator already installed. Any PDF creator will do.

## 1. Login to MURPHY Online

Open your Internet browser and go to <https://registration.stthomas.edu> and click on the **Login to Student Information System** link. You will then be asked to enter your Student ID Number and PIN. If you do not know your PIN please contact the IRT Tech desk at (651) 962-6230.

## 2. View Your Unofficial Transcripts

From the Murphy Main Menu follow these links:

**Student Services** → **Student Records and Account Info** → **Academic Transcript** → **Submit**

## 3. Print to a PDF

In your browser, go to File → Print. From the printer selection screen choose PDF rather than the standard printer and click on OK. The PDF program will start and ask you to name your document. We recommend: ***your-name* Transcript.pdf**.

## 4. Upload the Document

Open your browser and log into eRecruiting at <http://stthomas.erecruiting.com> using your username and password specified at orientation. (View the online help if you have problems logging in.) Once logged in, go to the “Documents” tab and then select “Other Documents” from the list under the Upload Documents section.

On the “Add New Other Document” screen select the file to be uploaded by clicking on the browse button and navigating to the saved PDF document. **Note:** Make sure that **All Files (\*.\*)** is selected for **Files of type** in the **Choose file** dialog box.

Once you have selected your file in the dialog box click on the button marked “Open.” You are now ready to upload the transcript by clicking on the upload button.

Your transcript will now be uploaded to eRecruiting and ready to be attached to your applications.

### Experiencing Problems?

Contact our Technical Support Specialist:

Chad Kluck

(651) 962-6766

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