

## **Printing a Transcript from Go Sign Me Up**

- Access **Go Sign Me Up**
  - <http://fcusd.gosignmeup.com>
- Click on **My Account**
- Login
- Select **View your unofficial transcript**
- **Select the date range**
  - Set the date range to the appropriate time period
- Select **Request Report**
- Select **Make PDF document**
- Print the PDF

*NOTE: It generally takes 7-10 days from the date a class is held for it to appear on staff transcripts.*

Questions regarding printing transcripts should be directed to Pam Oien ([poien@fcusd.org](mailto:poien@fcusd.org))