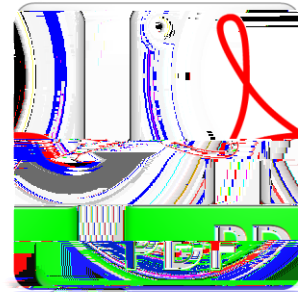# HOW TO:
Save your unofficial academic history from Polaris…

…as a PDF!

STEP ONE: Log into Polaris and find the "Degree Progress" link under your Academic Profile

STEP TWO: Click on the link for "Unofficial Academic History by Term" located at the top of the page

STEP THREE: Click "Print this page"

STEP FOUR: Click the drop-down box for the printer name and choose "Adobe PDF" (please note: for Mac users, there is a "PDF" button located in the bottom left-hand corner of the dialogue box)

STEP FIVE: Click "OK" and save the page as a PDF to your computer

Congratulations! You now have a saved PDF of your unofficial academic history from Polaris.

If you experience any trouble, please contact Gina Pappas in