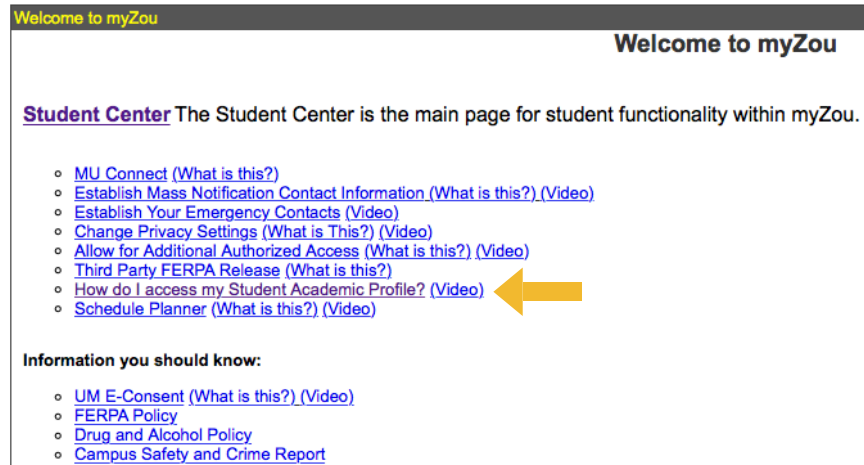


Instructions for requesting a Student Academic Profile in MyZou

1) Log into your MyZou account.

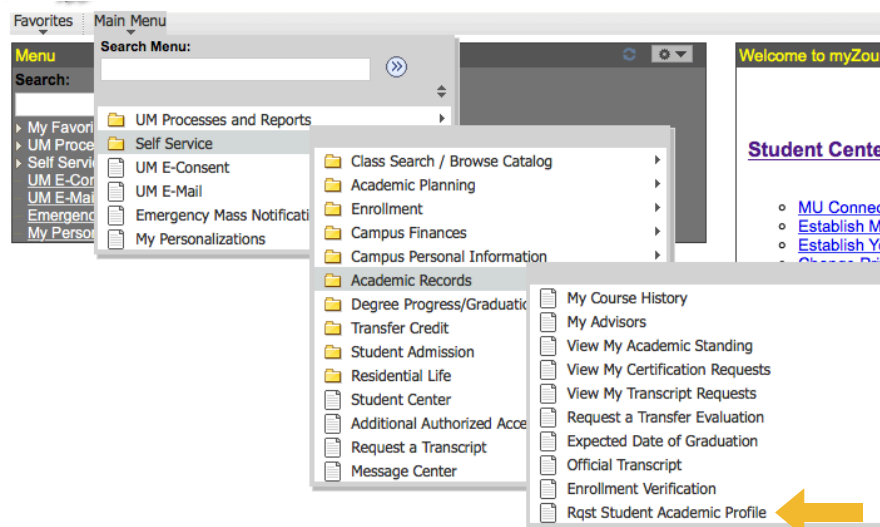
2) Option One:

On the homepage, click “How do I access my Student Academic Profile?”



Option Two:

Main menu > Self service > Academic Records > Rqst Student Academic Profile



3) Both of these options will direct you to this page:

Favorites | Main Menu > Self Service > Academic Records > Rqst Student Academic Profile

Academic Institution: COLUM Submit

Empl ID: Name:

Press the Submit button to process your request. Your academic record will be sent to your university e-mail address.

4) Enter your Student ID number and click submit-- a PDF will be sent to your email! This is the PDF you will submit to us.