

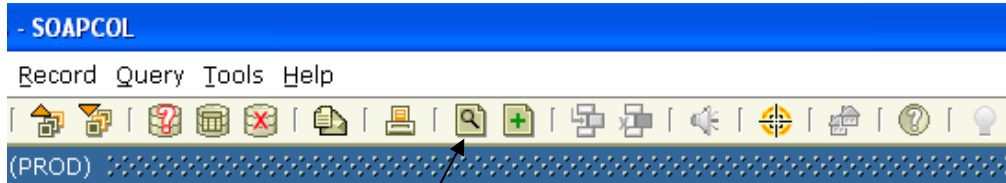
Using Banner Xtender To view Old WSU Student Transcripts

When accessing scanned documents:

Go to SPAIDEN and enter the student Banner ID (Do NOT page-down or next block)

Click on the **Magnifying Glass** button (see below)

This will bring up all the scanned transcripts for this student

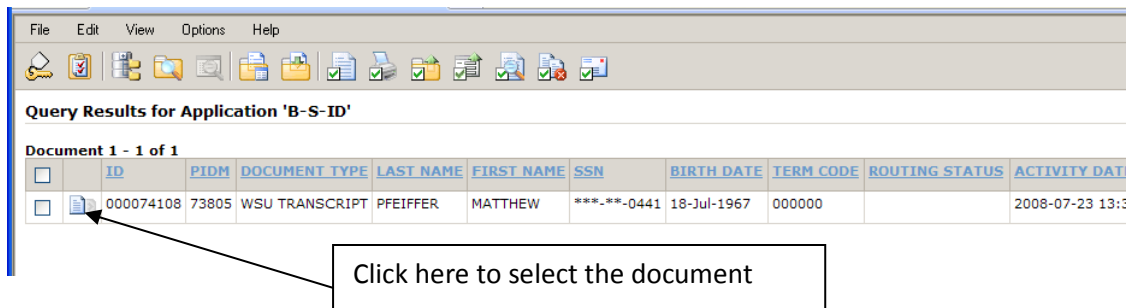


Click on the Black Magnifying Glass to activate Xtender

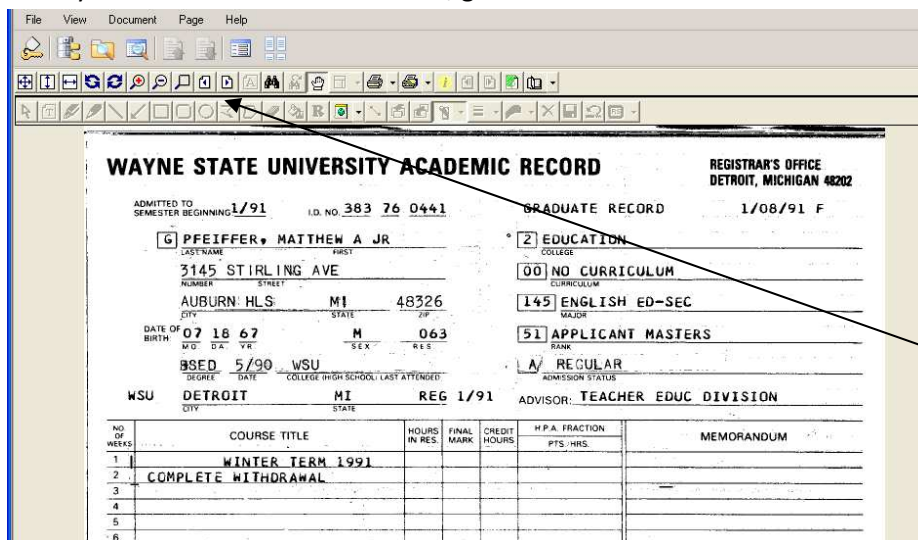
Notes:

- If you ever get lost in Xtender, just close the window and click the **Magnifying Glass** button again
- Please remember that not all transcripts have been scanned, the imaging project of old transcripts should be completed within the next couple years
- If you get a "No Documents Found" error, there is no scanned transcript available; please contact records

If there are transcripts it will give you a list like this:



Once you click on the document icon, give it a few seconds and the WSU transcript will pop up.



Use these buttons to go from page to page within one document

