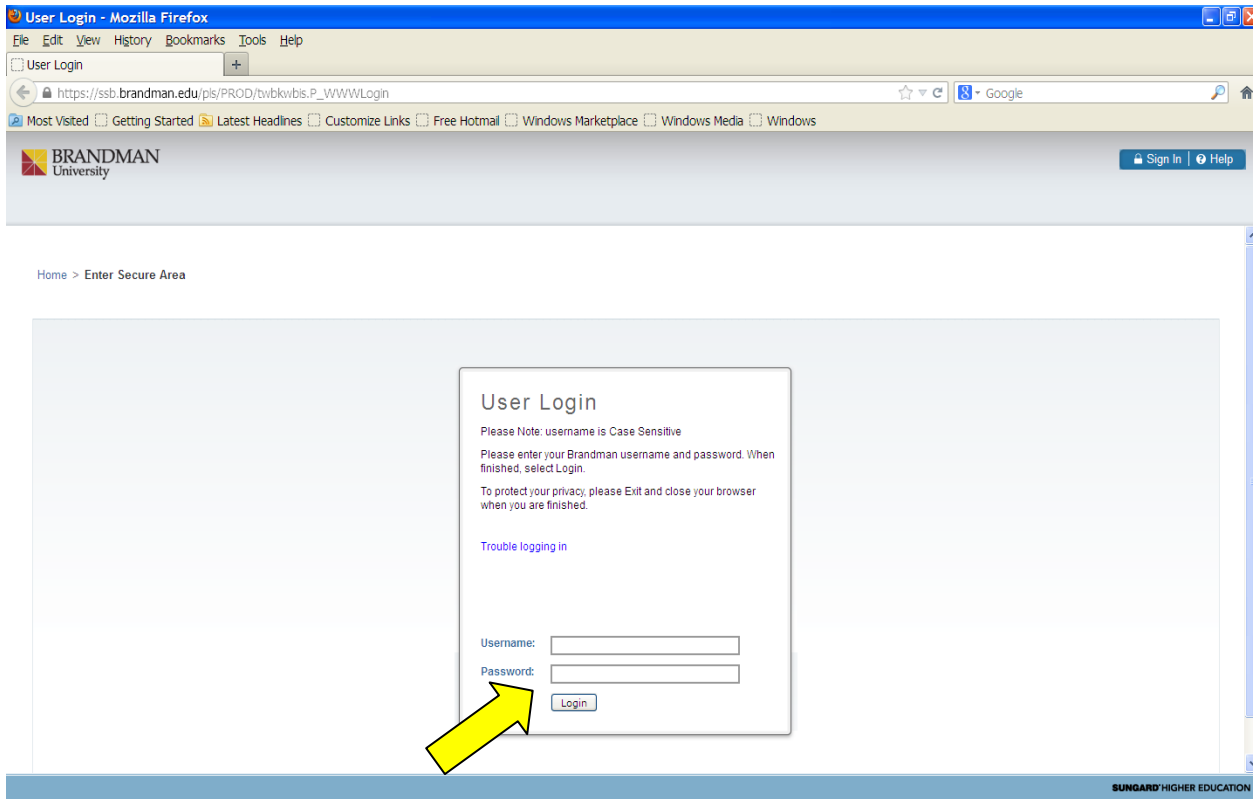


## Brandman University Student Portal Guide

Log-in to the Brandman University Student Portal using your Brandman username and password.

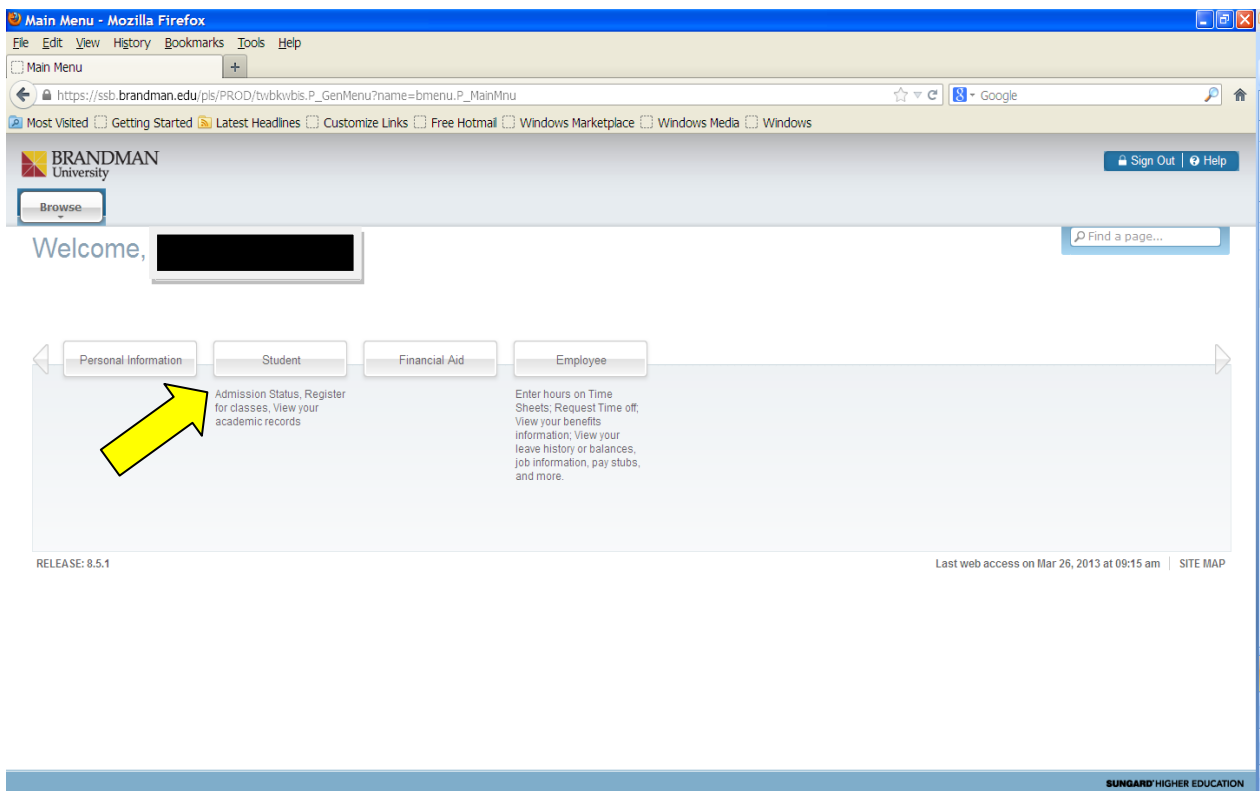
The temporary password originally emailed to you will need to be changed to a permanent password before logging into the Brandman University Student Portal (instructions are included in the original email), or use this link to Account Self-Service Options:

<https://services.brandman.edu/AccountManagement/default.aspx>



The screenshot shows a Mozilla Firefox browser window titled "User Login - Mozilla Firefox". The address bar displays the URL: [https://ssb.brandman.edu/pls/PROD/bvbkwbis.P\\_WWWLogin](https://ssb.brandman.edu/pls/PROD/bvbkwbis.P_WWWLogin). The page header includes the Brandman University logo and navigation links for "Sign In" and "Help". Below the header, there is a breadcrumb trail: "Home > Enter Secure Area". The main content area features a "User Login" form with the following text: "Please Note: username is Case Sensitive", "Please enter your Brandman username and password. When finished, select Login.", and "To protect your privacy, please Exit and close your browser when you are finished." There is a link for "Trouble logging in". The form contains two input fields: "Username:" and "Password:", followed by a "Login" button. A yellow arrow points to the "Login" button. The footer of the page includes the text "SUNGARD HIGHER EDUCATION".

Here is the Brandman Student Portal area. Click on the “Student” button to access the area:



Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Main Menu

https://ssb.brandman.edu/pls/PROD/twbkvbis.P\_GenMenu?name=bmenu.P\_MainMnu

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BRANDMAN University Sign Out Help

Welcome, [Redacted]

Find a page...

Personal Information Student Financial Aid Employee

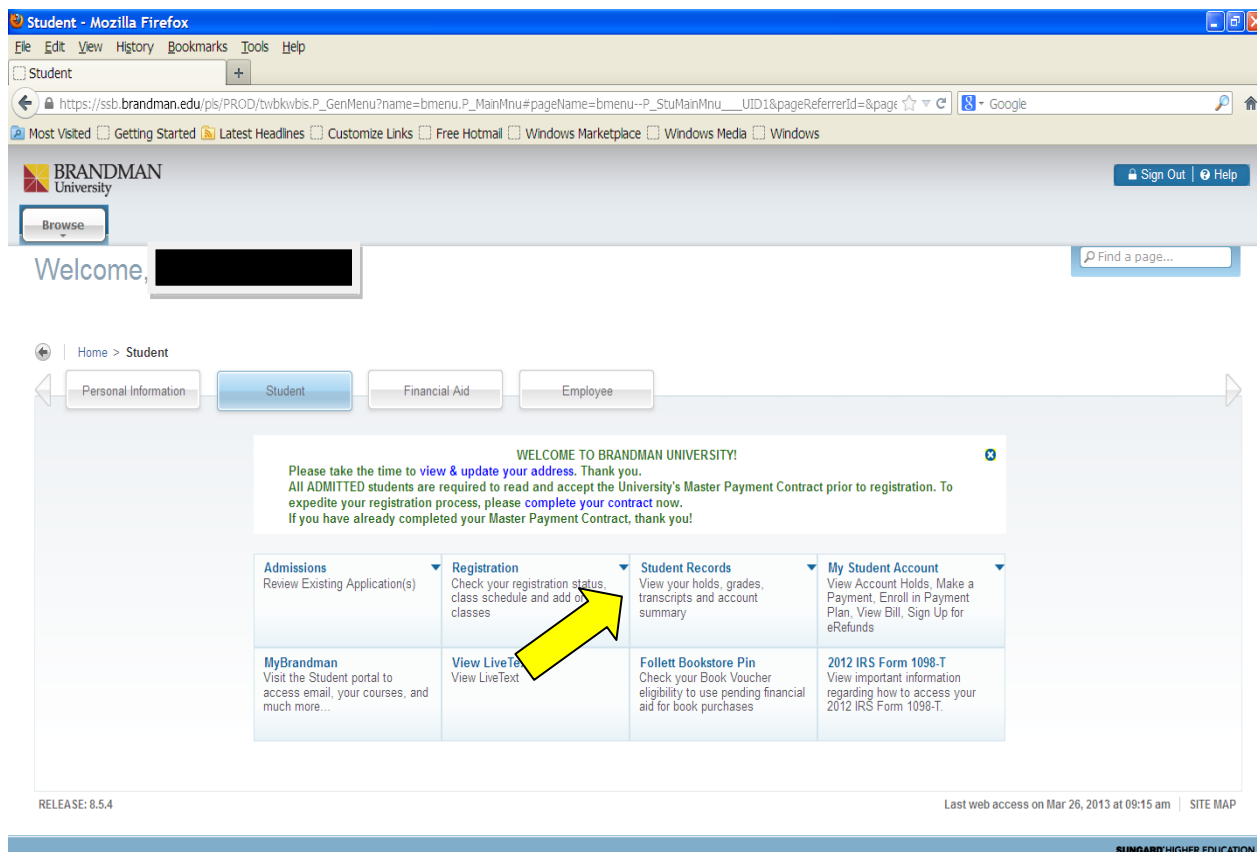
Admission Status, Register for classes, View your academic records

Enter hours on Time Sheets, Request Time off, View your benefits information, View your leave history or balances, job information, pay stubs, and more.

RELEASE: 8.5.1 Last web access on Mar 26, 2013 at 09:15 am SITE MAP

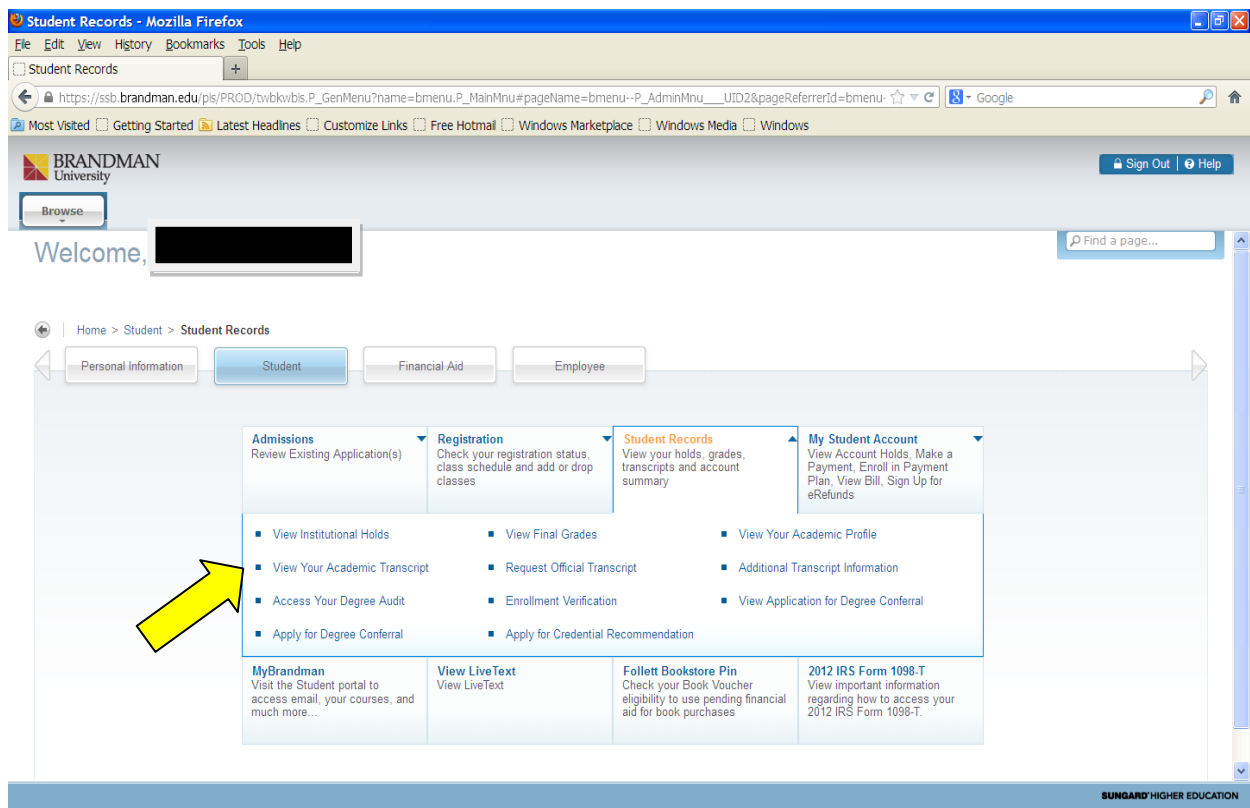
SUNGARD HIGHER EDUCATION

To View/Print unofficial transcripts, or to order an official transcript, click on “Student Records”.



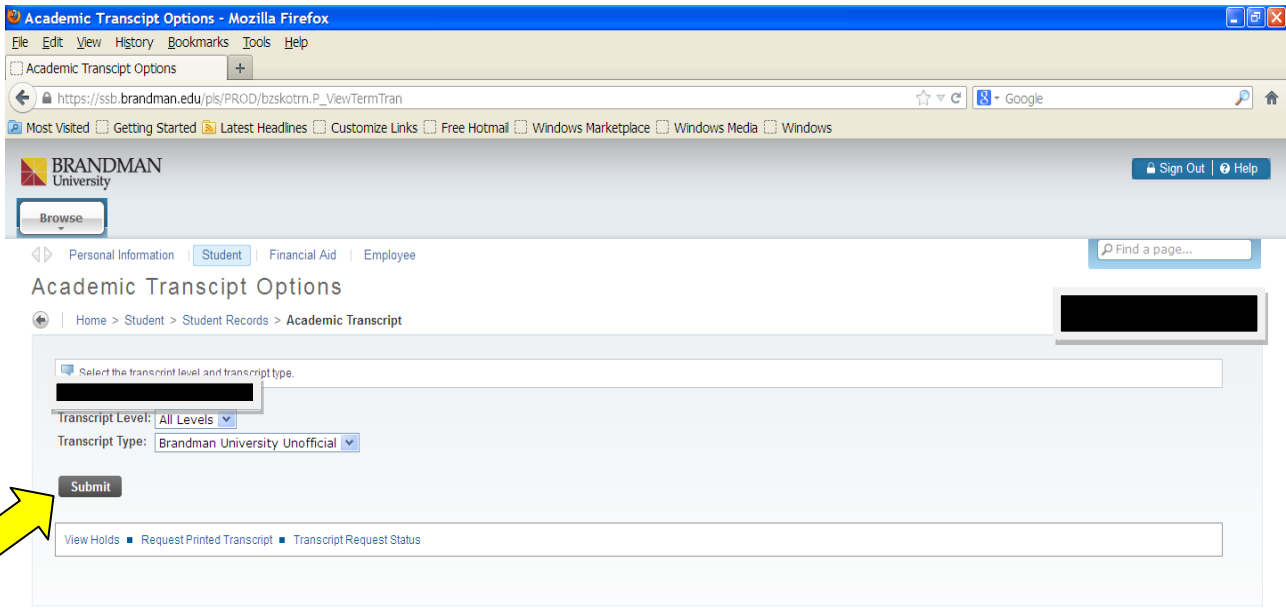
The screenshot shows a Mozilla Firefox browser window displaying the Brandman University student portal. The address bar shows the URL: [https://ssb.brandman.edu/pls/PROD/tvbkwbbs.P\\_GenMenu?name=bmenu.P\\_MainMnu#pageName=bmenu--P\\_StuMainMnu\\_\\_UID1&pageReferrerId=&page](https://ssb.brandman.edu/pls/PROD/tvbkwbbs.P_GenMenu?name=bmenu.P_MainMnu#pageName=bmenu--P_StuMainMnu__UID1&pageReferrerId=&page). The page features a navigation menu with tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. A yellow arrow points to the 'Student Records' tile in a grid of services. The 'Student Records' tile includes the text: 'View your holds, grades, transcripts and account summary'. Other tiles include 'Admissions', 'Registration', 'My Student Account', 'MyBrandman', 'View Live Text', 'Follett Bookstore Pin', and '2012 IRS Form 1098-T'. A welcome message at the top of the grid reads: 'WELCOME TO BRANDMAN UNIVERSITY! Please take the time to view & update your address. Thank you. All ADMITTED students are required to read and accept the University's Master Payment Contract prior to registration. To expedite your registration process, please complete your contract now. If you have already completed your Master Payment Contract, thank you!' The footer of the page includes 'RELEASE: 8.5.4' and 'Last web access on Mar 26, 2013 at 09:15 am | SITE MAP'. The SUNGARD HIGHER EDUCATION logo is visible in the bottom right corner.

Next, click on “View Your Academic Transcript” for the unofficial transcript.



The screenshot shows a web browser window titled "Student Records - Mozilla Firefox". The address bar contains the URL: [https://ssb.brandman.edu/pls/PROD/bvbkvbs.P\\_GenMenu?name=bmenu.P\\_MainMnu#pageName=bmenu--P\\_AdminMnu\\_\\_\\_UID2&pageReferrerId=bmenu-](https://ssb.brandman.edu/pls/PROD/bvbkvbs.P_GenMenu?name=bmenu.P_MainMnu#pageName=bmenu--P_AdminMnu___UID2&pageReferrerId=bmenu-). The page header includes the Brandman University logo and a "Sign Out | Help" link. Below the header is a "Welcome, [redacted]" message and a search bar. The main navigation area has tabs for "Personal Information", "Student" (selected), "Financial Aid", and "Employee". The "Student" tab is active, displaying a grid of links under four categories: "Admissions", "Registration", "Student Records", and "My Student Account". A yellow arrow points to the "View Your Academic Transcript" link in the "Student Records" category. Other links in the "Student Records" category include "View Institutional Holds", "View Final Grades", "Request Official Transcript", "View Your Academic Profile", "Additional Transcript Information", "Access Your Degree Audit", "Enrollment Verification", and "View Application for Degree Conferral". At the bottom of the page, there are four additional links: "MyBrandman", "View LiveText", "Follett Bookstore Pin", and "2012 IRS Form 1098-T". The footer of the page reads "SUNGARD HIGHER EDUCATION".

Next, is the default page for viewing/printing the unofficial transcript.  
Click on the “Submit” button



Academic Transcript Options - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Academic Transcript Options

https://ssb.brandman.edu/pls/PROD/bzskotrn.P\_ViewTermTran

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BRANDMAN University Sign Out Help

Browse

Personal Information Student Financial Aid Employee Find a page...

Academic Transcript Options

Home > Student > Student Records > Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

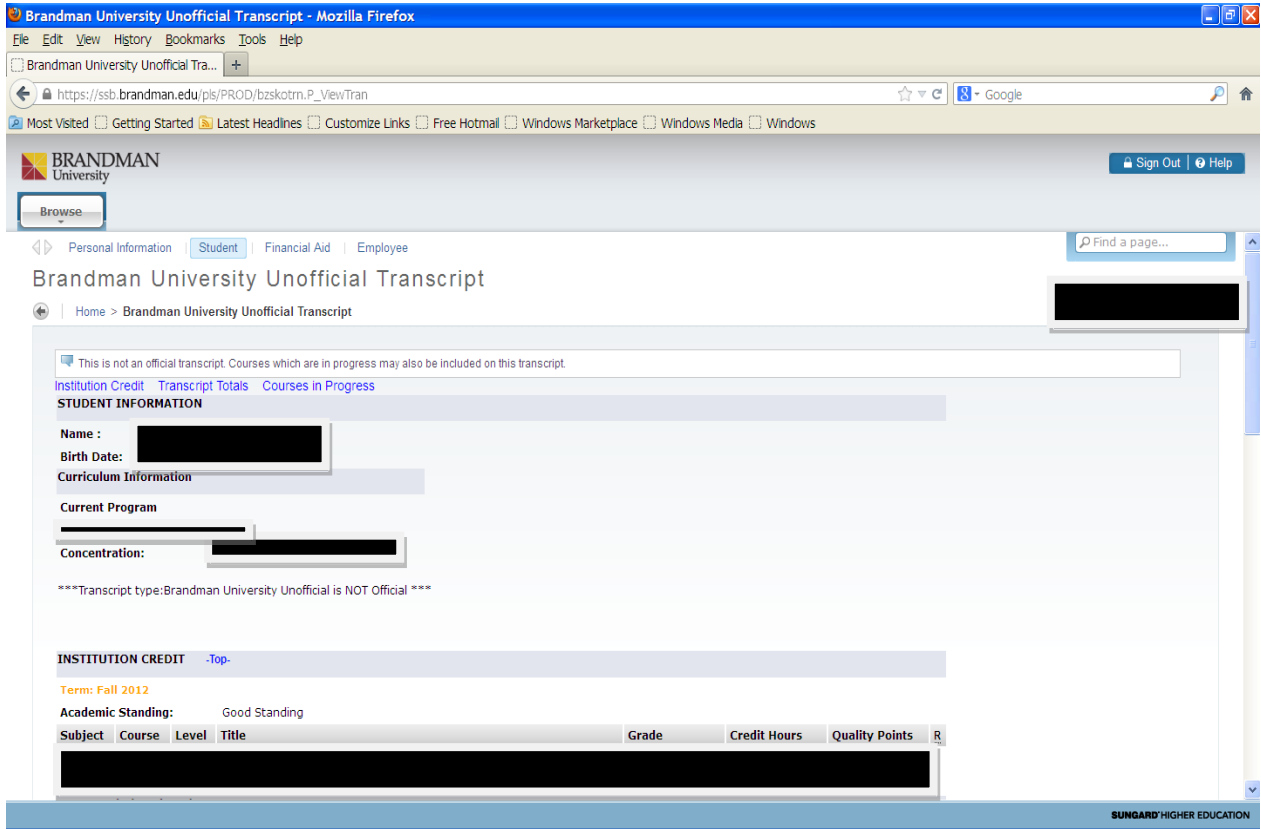
Transcript Type: Brandman University Unofficial

Submit

View Holds Request Printed Transcript Transcript Request Status

RELEASE: 8.4.1 SITE MAP

Now, the unofficial transcript may be viewed:



Brandman University Unofficial Transcript - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Brandman University Unofficial Tra...

https://ssb.brandman.edu/pls/PROD/bzskotrn.P\_ViewTran

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BRANDMAN University Sign Out Help

Browse

Personal Information Student Financial Aid Employee Find a page...

### Brandman University Unofficial Transcript

Home > Brandman University Unofficial Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

#### STUDENT INFORMATION

Name : [REDACTED]  
Birth Date: [REDACTED]

#### Curriculum Information

Current Program  
[REDACTED]  
Concentration: [REDACTED]

\*\*\*Transcript type:Brandman University Unofficial is NOT Official \*\*\*

#### INSTITUTION CREDIT -Top-

Term: Fall 2012

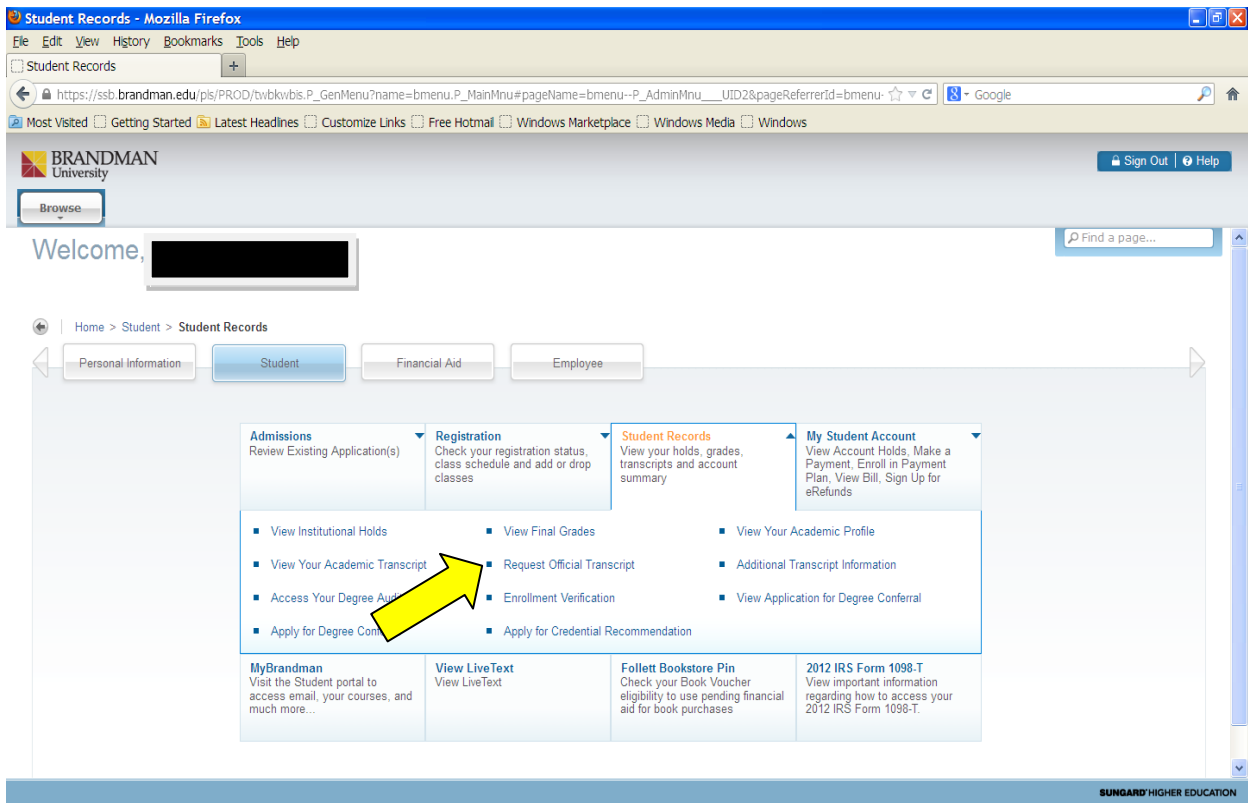
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
[REDACTED]							

SUNGARD HIGHER EDUCATION

To order an official transcript directly from the student portal, click on “Request Official Transcript”. The link will go straight to Script Safe to complete the official transcript ordering process.

Note: If the link to Script Safe does not work, use this link to go directly to the Script Safe website: <https://iwantmytranscript.com/>. Use the right-hand side of the page to begin the order. The left side is used for tracking existing transcript orders.



The screenshot shows the Student Records portal in Mozilla Firefox. The browser address bar displays the URL: [https://ssb.brandman.edu/pls/PROD/tvbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu#pageName=bmenu--P\\_AdminMnu...UID2&pageReferrerId=bmenu](https://ssb.brandman.edu/pls/PROD/tvbkwbis.P_GenMenu?name=bmenu.P_MainMnu#pageName=bmenu--P_AdminMnu...UID2&pageReferrerId=bmenu). The page header includes the Brandman University logo and a "Sign Out" button. A "Welcome, [redacted]" message is displayed. The navigation menu includes "Personal Information", "Student", "Financial Aid", and "Employee". The "Student" menu is expanded, showing a grid of options:

- Admissions**
  - Review Existing Application(s)
- Registration**
  - Check your registration status, class schedule and add or drop classes
- Student Records**
  - View your holds, grades, transcripts and account summary
  - View Institutional Holds
  - View Final Grades
  - View Your Academic Transcript (highlighted with a yellow arrow)
  - Request Official Transcript
  - Access Your Degree Audit
  - Enrollment Verification
  - Apply for Degree Conferral
  - Apply for Credential Recommendation
- My Student Account**
  - View Account Holds, Make a Payment, Enroll in Payment Plan, View Bill, Sign Up for eRefunds
  - View Your Academic Profile
  - Additional Transcript Information
  - View Application for Degree Conferral

Other options at the bottom of the grid include MyBrandman, View LiveText, Follett Bookstore Pin, and 2012 IRS Form 1098-T. The SUNGARD HIGHER EDUCATION logo is visible in the bottom right corner.