**SELF-REPORTING TRANSCRIPT DATA**

**Step-by-Step Guide**

**STEP 1:** After applying for admission, you’ll receive a UH ID number and access to my.uh.edu self-service portal.

Log into the my.uh.edu self-service portal and click on “Tasks.”

**STEP 2:** Click on “Self-report High School Grades.”

**STEP 3:** A new tab will open for the self-reporting tool. Click on “Add Course.”
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**STEP 4:** Enter your coursework for English, math, science, and social studies **only.**

**STEP 5:** After your coursework is entered, enter your class rank and size. Click “Submit.”

**STEP 6:** Double check your information and confirm.