1.	Navigate to
2.	The search page opens. Click the tab

3.	On the tab,
	
	     Select *UNOFF* for
	     Click the
	     tab

4.	In the column enter the *CSUB ID* of the desired student or use the icon to search for the student. You can use the and button to add or remove students from this request.
5.	After adding your desired student(s), click the **Process Request** button
6.	Click the **Print** button.
7.	