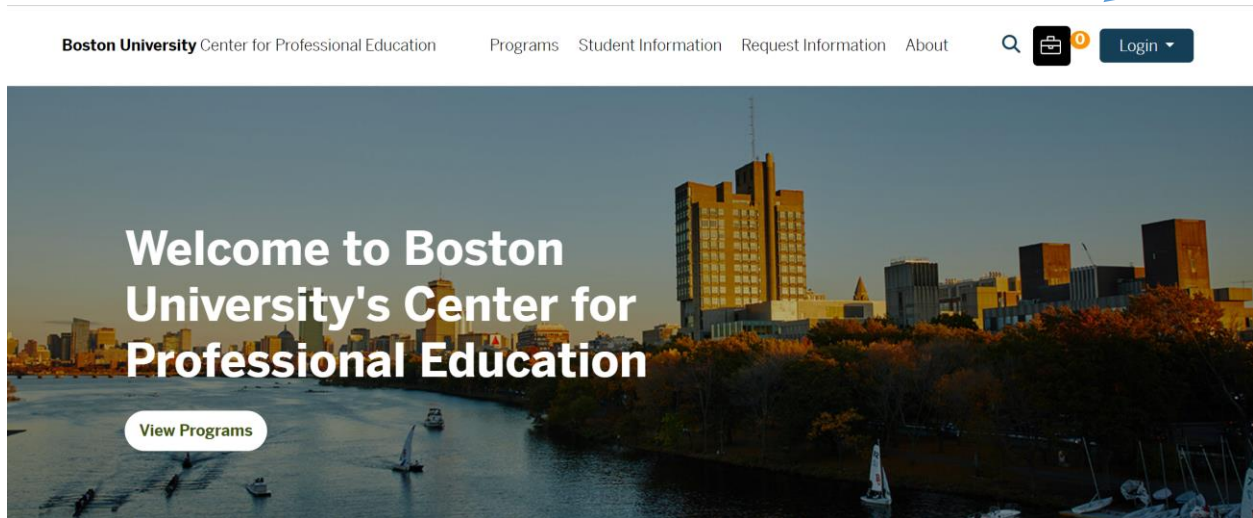


How to View and Print Grades and Transcripts

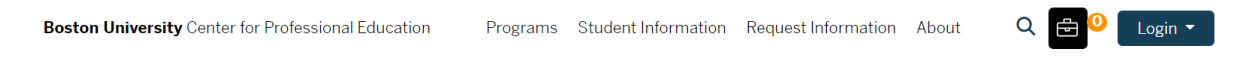
You will not be able to navigate to all features using a tablet.

Student goes to CPE website, <https://cpe.bu.edu/>, and clicks Login



Once you've enrolled in a class, with our with grades, you have account and you will follow the directions for **Enrolled and Returning Students**. The **username** is the original email address used to register for the class. If this is the first time logging in, click "forgot password." A temporary password will be sent, and after it is changed, you will be able to access your account. If you have a Blackboard account, your password may be different, even if your username is the same.

Grades will be posted here if you enrolled in CPE courses after July 2019. If you enrolled before this date, please request your transcript through our [form](#).



Log-In to Student Portal

Enrolled and Returning Students

The user name is the email address that you used at the time of registration. To check, type in your user name (or click forgot user name) to request your user name and/or reset your password.

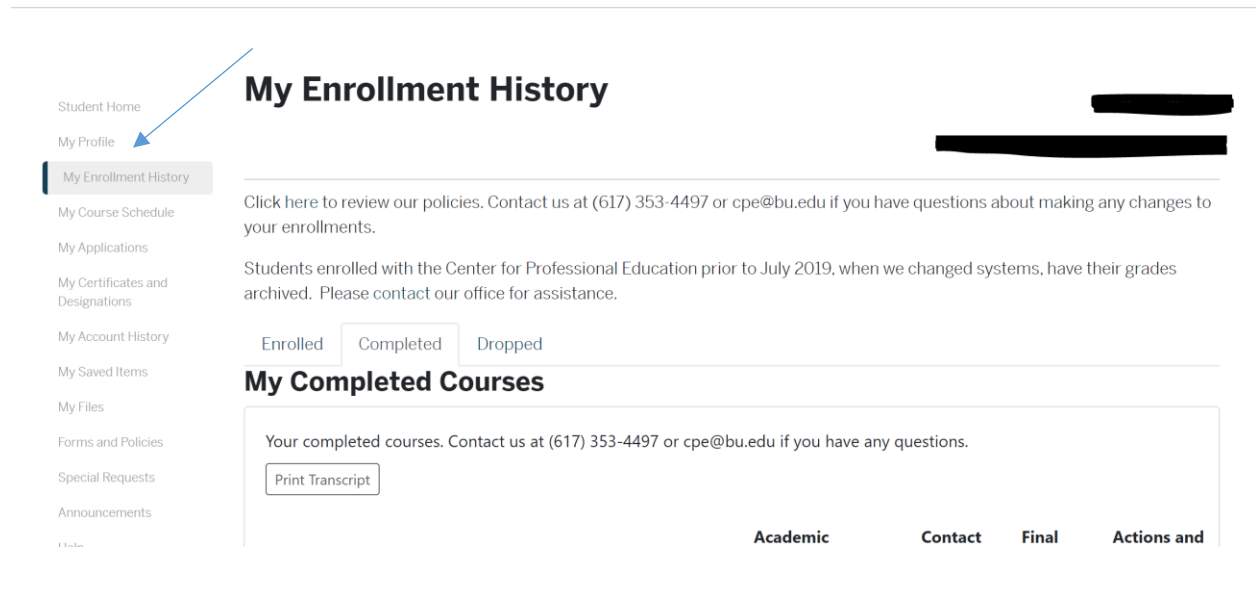
Valid passwords in this system must be at least 10 characters long, contain at least two capital letters, a number, and a symbol (!*+_-/).

Evergreen and Real Estate Students - First Time Enrolling

A user name and password will be emailed to you on completion of this transaction. The email address will become your user name. Please enter your primary email to continue.

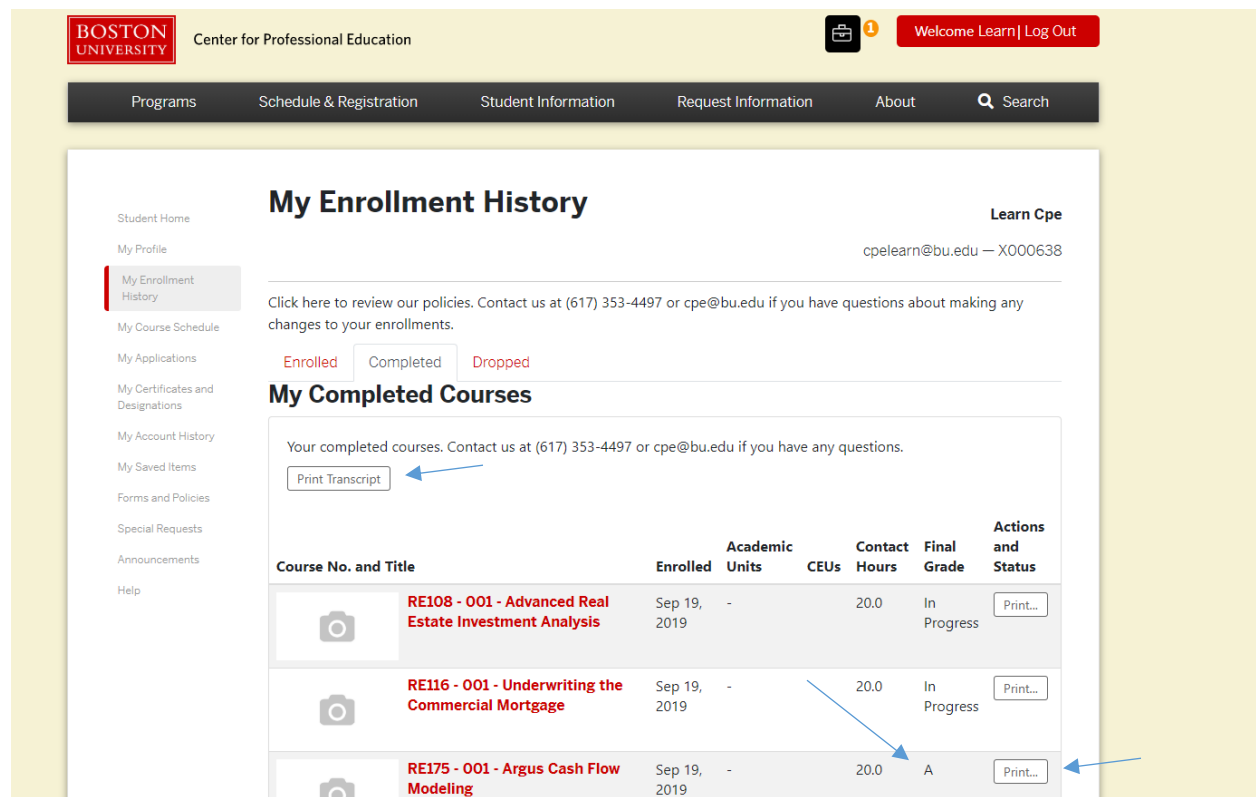
If you are taking a class online, and you received an enrollment confirmation from Boston University, please log in as a returning

The **Student Home** will appear. On the left menu, choose **My Enrollment History**. The courses in which you are currently **Enrolled** will appear first, with tabs to view **Completed** and **Dropped** courses. Select **Completed**.



You can choose to print two different documents. The **Transcript** is the complete academic history or the individual class **Grade**.

Select **Print Transcript** for a completed list of completed courses.



Select **Print** next to the completed course for the individual grade. A pop-up box will appear offering the option of choosing from a menu. Click the down arrow and choose **Statement of Grade** and click **Print**.

The screenshot shows the Boston University CPE portal interface. A 'Print Report' pop-up box is centered on the screen, with a dropdown menu set to 'Statement of Grade' and a red 'Print' button. Below the pop-up, the 'My Completed Courses' section is visible, featuring a table with columns for Course No. and Title, Enrolled, Academic Units, CEUs, Contact Hours, Final Grade, and Actions and Status. The table lists three courses: RE108 - 001 - Advanced Real Estate Investment Analysis, RE116 - 001 - Underwriting the Commercial Mortgage, and RE175 - 001 - Argus Cash Flow Modeling. Each row has a 'Print...' button in the Actions and Status column.

Print the pdf of the **Grade** or **Transcript**.

The screenshot shows a PDF document titled 'Student Grade Report'. The document includes the Boston University logo, contact information for Boston University Metropolitan College CPE, and specific details for the student's grade report. The report details are as follows:

Student Number:	X000638
Course Number:	RE175-001
Course Title:	Argus Cash Flow Modeling
Grade:	A
Course Duration:	19/Sep/2019 to 07/Nov/2019
Hours:	20.00
Awarded CEUs:	0.0



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Boston University Metropolitan College CPE
Destiny Address
Toronto, ON, M4S 3C3
Tel: (416) 900-0000
test@destinysolutions.com
www.destinysolutions.com

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TRANSCRIPT OF RECORD

Page 1 of 1

MAIL TO:

LEARN CPE
1862556920721062 STREET
TORONTO, ON M4S 3C3
CANADA

DATE: 21 NOV 2019
STUDENT NAME: LEARN CPE
STUDENT ID: X000638
SCHOOL ID: U61781809

COURSE NUMBER	TITLE	START DATE	END DATE	GRADE	HOURS	UNITS	CEU
RE106	OVERVIEW OF THE REAL ESTATE DEVELOPMENT PROCESS	20 Jan 2015	17 Mar 2015	M		-	
RE107	FUNDAMENTALS OF INVESTMENT ANALYSIS	21 Jan 2015	11 Mar 2015	B		-	
RE125	PRACTICAL LEGAL KNOWLEDGE FOR THE REAL ESTATE PROFESSIONAL	15 Sep 2015	03 Nov 2015	B+		-	
FM103	FACILITY CONSTRUCTION AND PROJECT MANAGEMENT	21 Sep 2016	16 Nov 2016	A-		-	
RE106	OVERVIEW OF THE REAL ESTATE DEVELOPMENT PROCESS	04 Apr 2017	23 May 2017	B		-	
RE112	FUNDAMENTALS OF REAL ESTATE FINANCE	18 Sep 2017	20 Nov 2017	C		-	
RE123	PHYSICAL EVALUATION OF REAL ESTATE ASSETS	18 Jan 2018	08 Mar 2018	A		-	
RE113	FUNDAMENTALS OF MARKET ANALYSIS	22 Jan 2019	12 Mar 2019	A-		-	
RE116	UNDERWRITING THE COMMERCIAL MORTGAGE	08 Apr 2019	10 Jun 2019	B		-	
RE175	ARGUS CASH FLOW MODELING	19 Sep 2019	07 Nov 2019	A	20.0	-	-