

How do I request a copy of my transcripts?

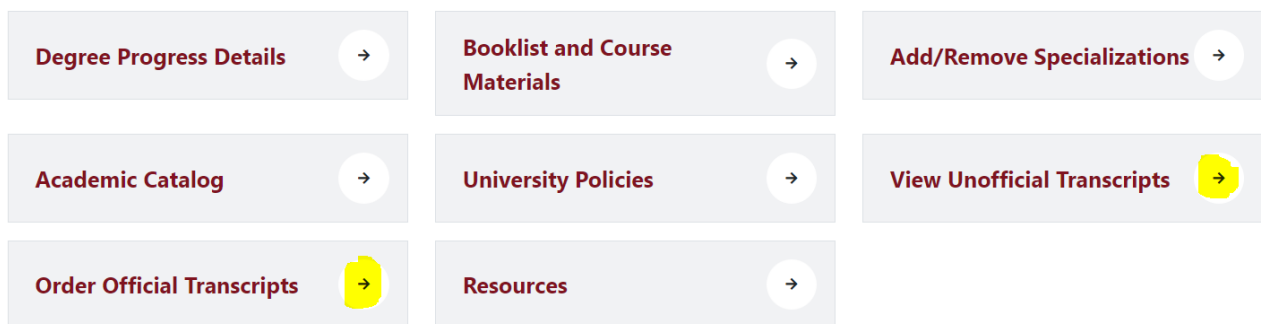
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You can access your *unofficial* or *official* transcript from your portal. From the home page of the portal, click **View Unofficial Transcripts**.

To order *official* transcripts, follow the directions below

Ordering Official Transcripts from your Student Portal:

1. In your Student Portal, towards the bottom of the home page, click on **Order Official Transcripts**



2. You will then be taken to the Parchment Exchange transcript request system. If this your first time requesting an official transcript through Parchment, you will need to enter some personal information to create your account. Once you have entered your information, please click on “submit” on the bottom right of the page.

3. Next, please select who you would like the transcript to go to. If you would like the transcript to go to a school/institution, you may use the ‘Search’ Function to search and select the appropriate address/recipient to send the transcript to.

The image shows a screenshot of the Parchment Exchange transcript request system. At the top, there is a progress bar with six steps: 1. Login or Register, 2. Select Documents (highlighted), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar, the question "Where would you like your document(s) sent?" is displayed. There is a search input field with the placeholder text "Institution Name, Acronym, Location, or Email" and a blue "SEARCH" button. Below the search field, there is a link that says "Or Send to Yourself, Another Individual, or Third Party".

4. If you are sending an official transcript to yourself, select “Send to Yourself, Another Individual, or Third Party” and then select either “eTranscript” or “Paper Transcript – Mailed”

NOTE: Once an official transcript is opened, it is no longer considered an official

transcript. If you are sending an official transcript to another school/employer, we recommend you select to send it directly to the Third Party as forwarding it yourself is often considered unofficial

5. Once you have identified who the transcript is being sent to, you will need to confirm your delivery method and select “continue”. Please note that the Processing Time will always remain “now” and you cannot request transcripts to be processed in the future. *Please see below for processing fees.*

Order Options

Delivery Mode **Electronic**

Processing Time **Now**

Purpose for Transcript (Optional) --

Attachment (Optional) **Choose File** No file chosen

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$0.00

Add Another Item **Continue**

6. Transcript Fees/Cost

- a. Electronic Requests = \$0
- b. Standard USPS (paper requests) = \$0
- c. Now (Overnight FedEx) = \$25.00

7. If you have a balance due, you will need to confirm your order by clicking “Checkout”.

Sub-Total: \$25.00

Continue Shopping **Checkout**

Then you will need to read the consent and select “Next”.

Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal
- Submitting a signed consent form from a previous order

Next

Confirm the billing address and then click on “Next”. You will then need to verify your order again,

select "Confirm" and then you will be redirected to Authorize.Net's Secure Checkout site to process your payment. All major credit cards (Visa, MasterCard and Discover) are accepted.

NOTE: Your payment must clear before we can process your transcript request. Thus, it may take up to 1 - 2 business days to process your request even if you have selected Overnight FedEx as your delivery method.
