How to Order a Transcript

Step 1 Logon to Online Services.

Step 2 Click “Student Services and Financial Aid” to access the self-service menu.

Step 3 Click “Student Records”.

Step 4 Click “Request Transcript”
Step 5 Click the down arrow by “Select State or Province” and click your selection.

Step 6 Click the down arrow by “Select College City” and click your selection.

Step 7 When college is selected, click “Copy selection College information to Data Entry form”
Step 8 Click the down arrow to the right of the “Transcript Type” field and select “Official” for an official transcript.

<table>
<thead>
<tr>
<th>* indicates required field</th>
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<tbody>
<tr>
<td>Transcript Type: * Official</td>
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Step 9 Check information and click Continue.
Step 10 Enter number of copies and click “Continue”

Click “Yes” by “Official Transcript” & “Send Electronically”

![Transcript Request Information](image)

Step 11 Review Confirmation screen & click “Submit Request”

![Transcript Request Confirmation](image)
**Step 12** Complete Payment & Billing Information and click “Continue”

OR Click “Cancel” to Delete payment information and cancel the payment process…

*Message from webpage*

This will delete the payment information and cancel the payment process. Are you sure you want to continue?

[OK]  [Cancel]
Step 13 If you clicked “Continue”, you should see the following…

If the following message appears, click “Return”. You will be able to check your account in Online Services and check your account.

Step 14 If the payment is unsuccessful, you will see this notice.

Step 15 If the payment is successful

Step 16 Remember to click “Sign Out” in the upper right hand corner when you are finished; then close your browser.