Instructions for Ordering Transcripts Online

Official transcripts sent by mail cost $5 and are mailed within 24-72 hours. Official transcripts sent electronically cost $5 and are sent within 24 hours.

1. Go to Banner Web and log in to your account.

2. Click on Student Services & Financial Aid.

3. Click on Student Records.
4. Click on **Request Printed/Official Transcript**.

5. Click on the link “**Look Up College Code**” to search for the college where you want the electronic transcript to be sent.

Follow the directions to select the **State or Province** OR Country, followed by the **City**, followed by the **College Name**. Then click the button “**Copy selected College information to Data Entry form**.”
6. The information for the college you selected has automatically been completed. Make sure the correct college name is listed. You must select the transcript type. You may choose electronic transcript or paper transcript. (The cost is $5 whether you select electronic or paper.) Click the button Continue.

7. Make sure the Yes button is selected for an official transcript. Select the In Progress Cut-off Term. Select the Delivery Method. Click the button Continue.

8. You will see a confirmation page. Once you review it, select your Payment Type, either Credit card or Online check. Click the button Submit Request.

9. The next screen will process your payment, either by check or credit card. You will receive a receipt to confirm your order.