

## Requesting an Electronic Transcript Online

Log into Self-Serve.

In the Student Records menu you should see a link "Request Official Electronic Transcript." Selecting this link will take you to the online request form.

Either enter the email address of the person or institution your transcript should be sent to or click on the "Look Up Available Transcript Recipients" link to see if the recipient who should receive your transcript is a participant in the network.

Once you have entered the email address or found the in network recipient, you will be taken to an address verification page.

If you used an in network recipient, please do not edit this page. If you entered an email address, it should display in the "Issued To" line. You may enter other address information, if necessary, but please do not edit the "Issued To" line.

After you click the continue button, you will be able to select the number of copies of your transcript to be sent to this recipient. Please note if you want to send your transcript to multiple recipients, you must enter a separate request for each.

Use the drop down box in the Print Transcript to indicate if the transcript should be sent now or held for the semester grades or your degree posting.

After you click the continue button, you will be able to review the information you are about to submit. If the information is not correct, please use the back arrow to return and correct the information.

Once you have submitted your request, it should be processed within 2-3 business days.

You may review the status of your request, by selecting "View Status of Transcript Request" in the Students Record Menu of Self-Serve.

Please note: if your transcript is being sent to yourself, it will be marked as issued to student. It is an unofficial transcript. Additionally only one copy may be sent to yourself.

If you have a document that needs to be attached to your electronic transcript, please contact the Office of the Registrar ([registrar@up.edu](mailto:registrar@up.edu) or 503-943-7321) as soon as you have submitted your request.