Order a Transcript/Enrollment Verification as a Current Student

Overview
With the University’s Transcript/Enrollment Verification Ordering service, students with active University Computing Accounts and former students can securely request and pay for services including official PDF eTranscripts. Former students should first refer to the Create a Transcript/Enrollment Verification Ordering Service Account help sheet to get started. This document describes how current students with active University Computing Accounts can securely order eTranscripts online.

Notes:
- You can also use this process to order and pay for paper transcripts as well as paper or electronic enrollment verifications.
- You can attach personalized documents (including a cover letter, resume, or other documents) to your order before sending it to third parties such as prospective employers.

Log In
All students with active University Computing Accounts can log in to the University Transcript Ordering Service through My Pitt (my.pitt.edu) on the Academic Resource page or from the University Registrar Office web page (registrar.pitt.edu/transcripts):

1. Go to http://www.registrar.pitt.edu/transcripts.html, read the information on this Web page, then under the I’m a Current Student/Graduated 2015 Spring - Present column, click the Order Transcript or Order Enrollment Verification button.

2. This will navigate you to the University of Pittsburgh’s Pitt Passport page. From here, enter your Username and Password, then click Submit.
3. This will pass you through to the Ordering Service storefront page. Click **Order Now!** To begin the ordering process.

   Note: If you have any holds that prevent you from purchasing a transcript, you will see an onscreen message containing information about the hold and how it can be removed. You will be unable to proceed with any order until these hold(s) are cleared.

4. Returning users will pass right to the **Place an Order** section. If you are a first time user of the service, you will be transferred from the website to an online registration form with several sections. The form will contain most of the information needed to process your order. Review your information, then click **Submit**.

5. You will be logged in to the service.
Place an Order

To place an order for a transcript:

1. Click **Order Now!**

Request that your official transcript be delivered to any valid email address via secure, certified PDF. Orders can now be made online, without standing in a line. It's fast, very user-friendly, and secure!

Through this service, students can also order:
- Enrollment verifications to be delivered to any valid email address via secure, certified PDF
- Paper transcripts or paper enrollment verifications sent via first-class mail or rush delivery (additional fees apply for rush delivery)
- Click here for a full list of documents that may be ordered

2. Click the link of the item you wish to order.

   **Note:** You can choose from four different options.

**University Documents**

Please select the document type that is appropriate for you and your intended recipient.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>eTranscript</td>
<td>$5.00</td>
</tr>
<tr>
<td>Paper Transcript - Mailed</td>
<td>$6.00</td>
</tr>
<tr>
<td>Enrollment Verification - Electronic</td>
<td>$3.50</td>
</tr>
<tr>
<td>Enrollment Verification - Mailed</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

**Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification.** Order a paper copy of your enrollment verification. Orders are generally...
3. Provide all of the Order Details, then either choose **Add Another Item** or **Continue**. Be sure to fill out the **Required** fields. You may also upload any attachments you feel necessary.

4. You will now be taken to your Shopping Cart. Here you can **Update Shopping Cart**, **Continue**, or **Checkout**. You may also **Remove** the item as well.
5. Next, you will be asked to provide your consent, if you have ordered before, you will be notified that your consent is already on record so just click Next. If you have never given consent, read over the Family Educational Rights & Privacy Act of 1974 (FERPA) message, then click the I ACCEPT checkbox and then Next.

![Consent form to release academic records]

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Education’s website for further information regarding FERPA.

I ACCEPT

Next

6. Provide your payment method as well as the appropriate billing address then click Next.

7. Finally, review your order and if everything is correct, click Confirm.

![Confirm Your Document Request]

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive Inbox instead of their email address, according to their preference.
8. You will receive an onscreen confirmation for your order and an email receipt. To place another order, start the same process over. If you are finished ordering, click Log Off.

Date Ordered: Thursday 23 June, 2016
Confirmation for Order No: X0000

Test Student,

Thank you for ordering your document through the University of Pittsburgh document ordering service!

<table>
<thead>
<tr>
<th>Document #: X0000</th>
<th>1 x Transcript ($5.00 each)</th>
<th>$5.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Mode:</td>
<td>Electronic</td>
<td></td>
</tr>
<tr>
<td>Processing Time:</td>
<td>Now</td>
<td></td>
</tr>
<tr>
<td>Recipient Name:</td>
<td>Test</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:test@pitt.edu">test@pitt.edu</a></td>
<td></td>
</tr>
<tr>
<td>Document Date:</td>
<td>06/23/2016 5:54:00</td>
<td></td>
</tr>
</tbody>
</table>

Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology related questions. Questions can also be submitted via the Web at technology.pitt.edu