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 e-transcripts. Former students should first refer to the "*How to Create a Transcript + Enrollment Verification Parchment Account as a Former Student, College in High School, or Outlier Student*" help sheet to get started. This document describes how current students with active University Computing Accounts can securely order e-transcripts online.

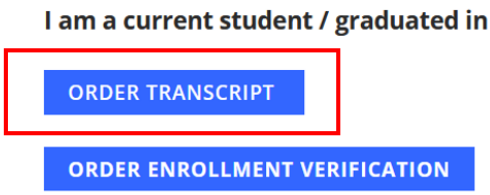
Notes:

a. You can also use this process to order and pay for paper transcripts as well as paper or electronic enrollment verifications.
b. 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

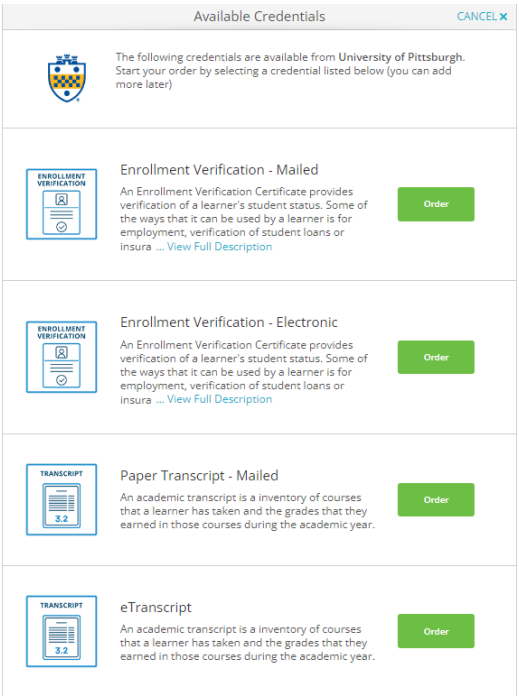
All students with active University Computing Accounts can log in to the University Transcript Ordering Service through My Pitt (my.pitt.edu) on the Academic Resource page or from the University Registrar Office web page (registrar.pitt.edu/transcripts):

1. Go to http://www.registrar.pitt.edu/transcripts.html, read the information on this Web page, then under the *I am 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. Returning users will pass right to the Available Credentials page (Enrollment Verification – Mailed, Enrollment Verification – Electronic, eTranscript, Paper Transcript – Mailed).



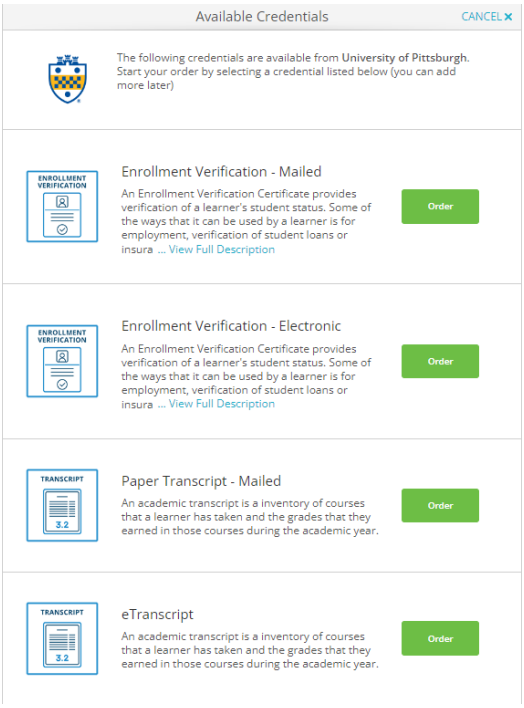
Note: If you have any holds that prevent you from purchasing a transcript, you will see an onscreen message containing information about the hold and how it can be removed. You will be unable to proceed with any order until these hold(s) are cleared.

If you are a first time user of the service, you will be transferred to an online form with several pages requesting personal & enrollment information. The form will contain most of the information needed to process your order. Review your information to ensure accuracy, then click **COMPLETE MY REGISTRATION.** Further information on creating a new account can be found in the *How to Create a Transcript + Enrollment Verification Parchment Account as a Former Student, College in High School, or Outlier Student* document.

Place an Order

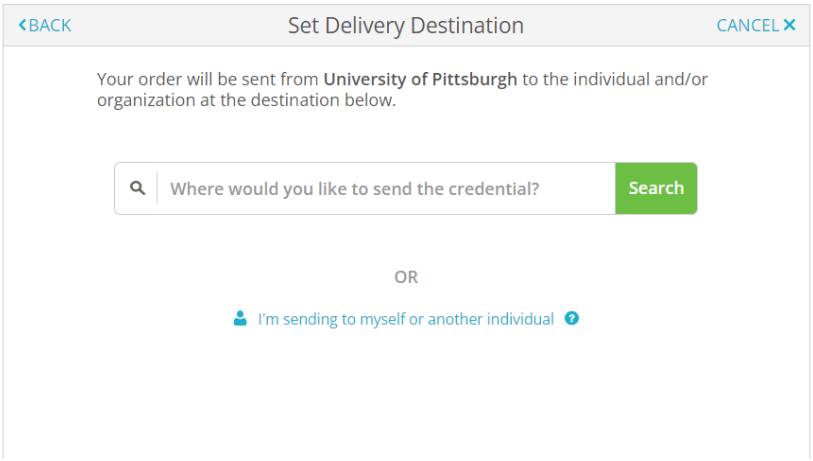
After logging in or creating your account:

1. Click the green Order button of the item you wish to order – Enrollment Verification – Mailed, Enrollment Verification – Electronic, eTranscript, or Paper Transcript - Mailed

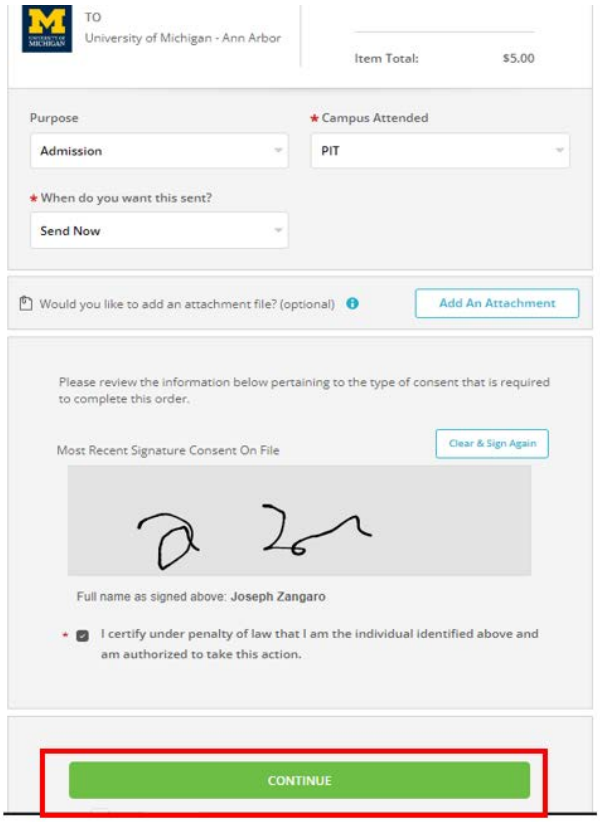


2. You will then be asked where to send the document:

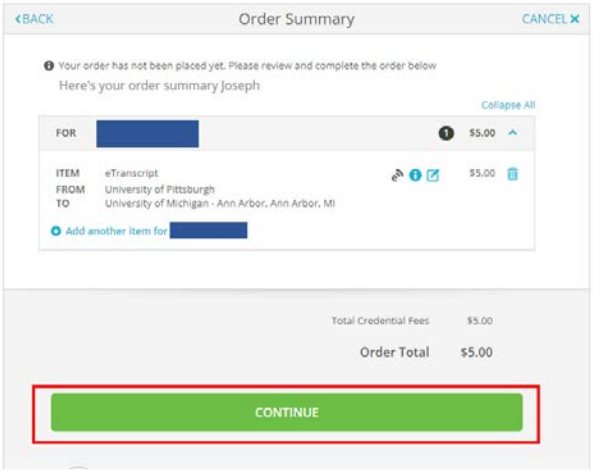
Note: You have the option of searching to see if your recipient is an In-Network Receiver. Many Institutions have provided us with their preferred method of delivery and their address. If you do not see your recipient listed in the search field, or wish to send this information elsewhere, you can select **Send to Yourself, Another Individual, or Third Party** and manually enter destination information.



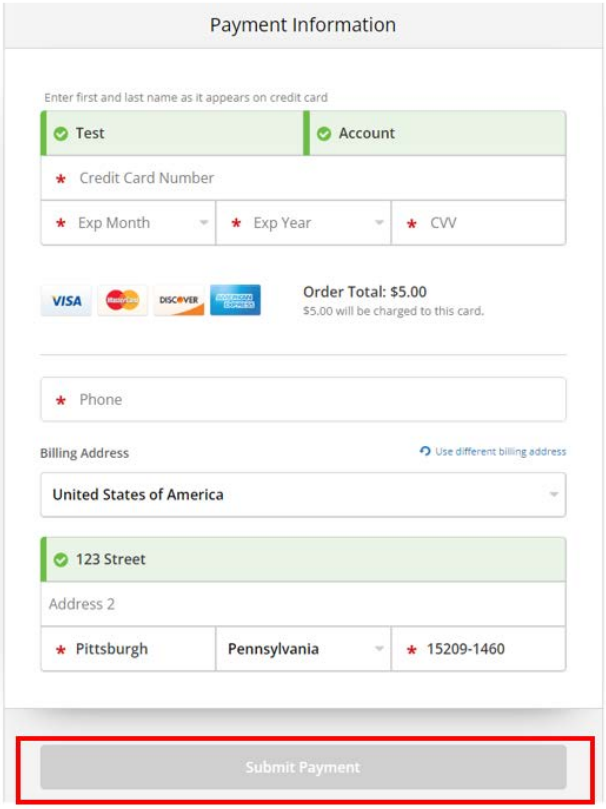
2A. If sending to an In-Network Receiver, after searching and selecting the institution, you will select a Purpose, Campus Attended (PIT, UPB, UPG, UPJ, or UPT), and when you would like the document sent (Send Now, Hold for Grades, or Hold for Degree). You must sign for consent and certify by checking the box. You may also add any applicable attachments. Select **Continue** at the bottom of the page once complete.



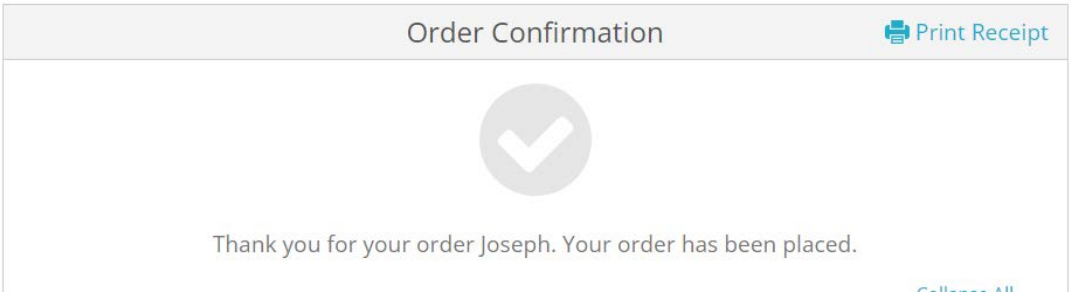
After selecting **Continue,** you will be directed to an Order Summary Page. Review your order or you may **Add Another Item** if you would like to add additional items in your order (following the same process above). Once you have all the documents you would like to order added and your order is accurate, please hit **Continue** to checkout.



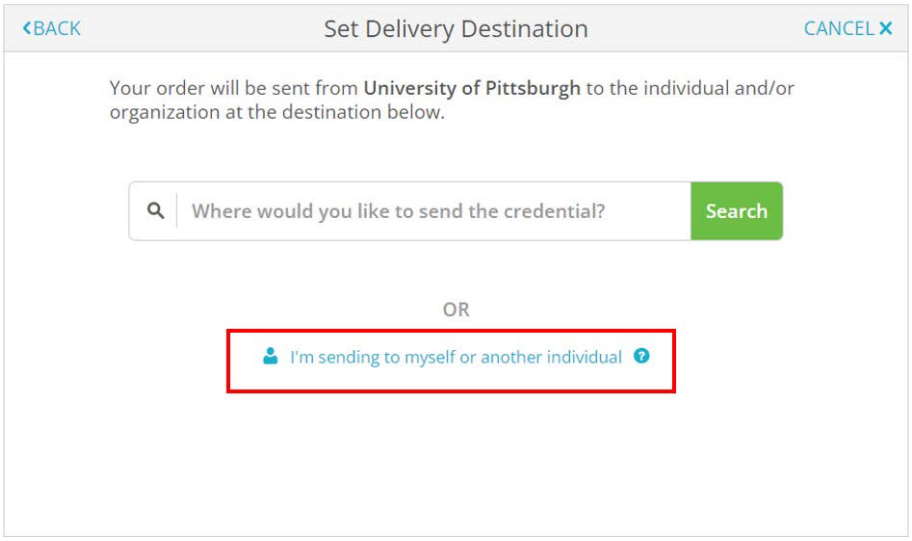
On the next page, enter your payment information. Hit Submit Payment.



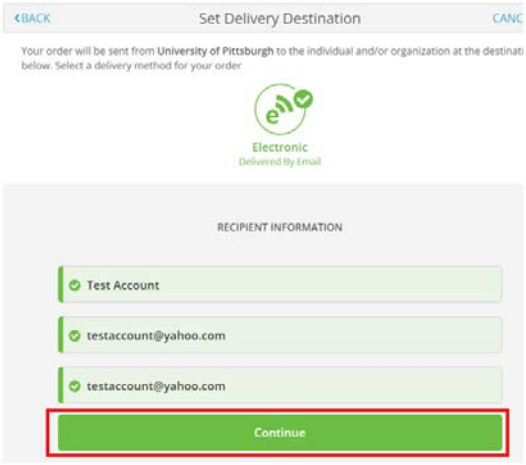
Your order is now complete. You will receive an order confirmation page containing order details. You may now log out or place another other following the same steps.



2B. If sending to “Yourself or Another Individual”, select the blue link under the search field.



Enter your or your recipient’s information. Hit **Continue.**



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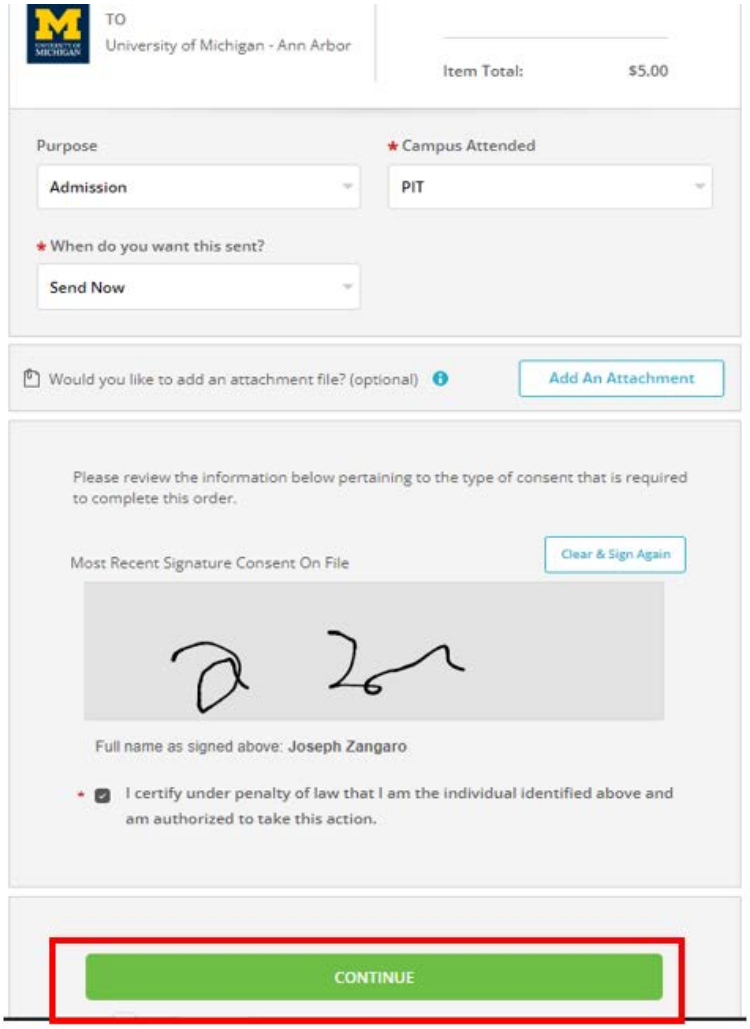

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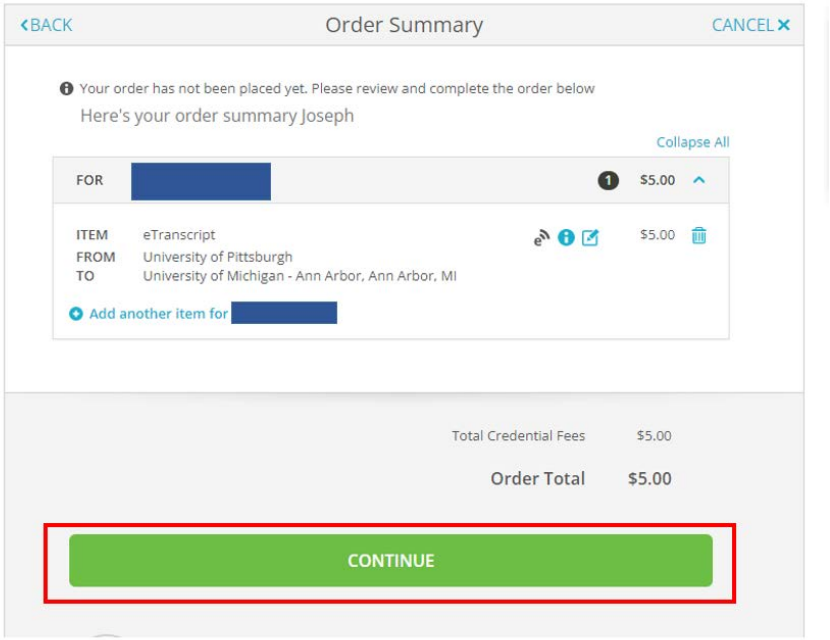

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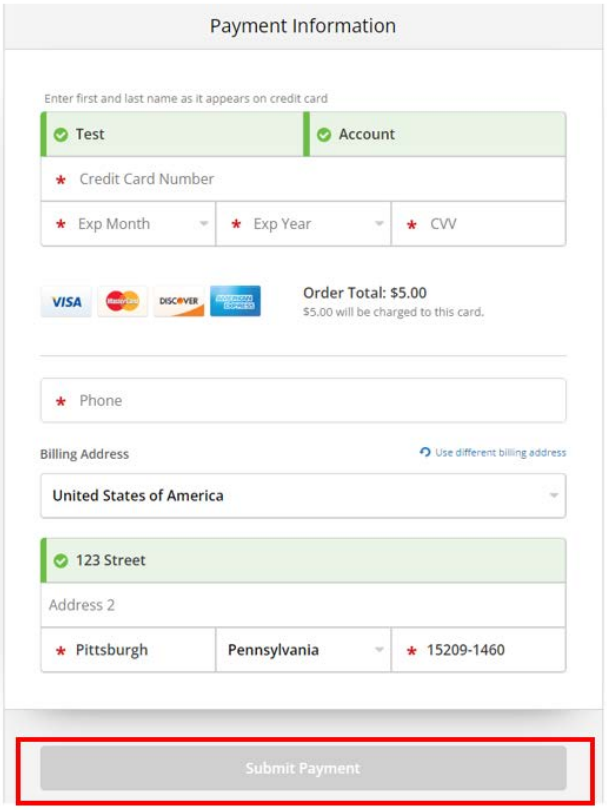

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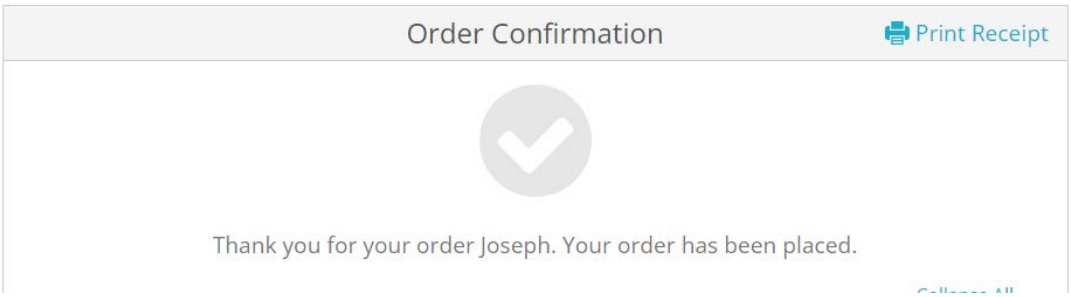

Get Help

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**