**ORDERING TRANSCRIPTS**

**I. CURRENT STUDENTS**

**HOW TO:**

1. Log into your myCSUB Portal.
2. Once on the homepage, locate the numerous blue boxes on the right-hand side.
3. Locate the last box, titles **Order Documents**.
4. Select **Official Transcripts** (You may be prompted to sign in again using your myCSUB log-in).
5. Once re-directed to our Parchment website, select **Transcript**.
6. You will be prompted to enter where you would like your transcript sent. Use the search box for any schools or select **Send to Yourself, Another Individual, or Third Party** for more options (you will also use this link if you are preferring a mailed paper copy).
7. If **Send to Yourself, Another Individual, or Third Party** is selected, you will be prompted to enter a **Recipient Name and Email Address** (electronic copy) or **Mailing Information** (paper copy).
8. After this step you will be shown the Order Details. You can review your order information, with the opportunity to update (Continue Shopping) or remove any Shopping Cart Items. If the Shopping Cart is accurate, select **Checkout**.
9. A receipt of consent should be displayed on the next page, select **Next**.
10. You will then be prompted to enter your Payment Information and confirm your Billing Address. Once this is complete, select **Next**.
11. The last step will ask you to confirm your Billing Info and confirm your Document (transcript) Request. Once this is accurate, select **Confirm**.
12. Once the order is placed, you are prompted with the message stating ‘Your order has been submitted and is being processed.’ Above this message will be the Order # (please save this number for future reference). To complete the ordering process, select **Log Off**.
II. FORMER STUDENTS

HOW TO:

1. Visit our Registrar page via the CSUB Website (https://www.csub.edu/registrar)
2. Scroll down and select the box labeled Records, or selected Records on the ribbon at the top of the page.
3. Scroll down until you find the section labeled Official Transcripts. Select the second bullet point in this section, labeled Students without an active NetID: log in here.

4. Once re-directed to our Parchment website select the Create Account button.
5. You will then be prompted to enter Address Details and Authentication Details. Once this has been entered, input an email and password for further log-ins. Once this is done select Submit.
6. Once taken to the next page, select Transcript.
7. You will be prompted to enter where you would like your transcript sent. Use the search box for any schools or select Send to Yourself, Another Individual, or Third Party for more options (you will also use this link if you are preferring a mailed paper copy).
8. If Send to Yourself, Another Individual, or Third Party is selected, you will be prompted to enter a Recipient Name and Email Address (electronic copy) or Mailing Information (paper copy).
9. After this step you will be shown the Order Details. You can review your order information, with the opportunity to update (Continue Shopping) or remove any Shopping Cart Items. If the Shopping Cart is accurate, select Checkout.
10. A receipt of consent should be displayed on the next page, select Next.
11. You will then be prompted to enter your Payment Information and confirm your Billing Address. Once this is complete, select Next.
12. The last step will ask you to confirm your Billing Info and confirm your Document (transcript) Request. Once this is accurate, select Confirm.
13. Once the order is placed, you are prompted with the message stating “Your order has been submitted and is being processed.” Above this message will be the Order # (please save this number for future reference). To complete the ordering process, select Log Off.