Ordering a Purdue University Transcript Online

- If this is your first time to request transcripts through Purdue West Lafayette's secure Transcript Request System, you will need to register for a new account. You will use one of your personal email addresses and create your own password.
- If you encounter any issues while using a smart phone, we recommend using a Mac, PC, or laptop.
- Requests through the Purdue West Lafayette system are processed the same day for electronic (emailed) transcripts and within one to three business days for paper (US Mail or FedEx delivered) transcripts.
- Official transcripts are provided free-of-charge by the Registrar's Office on the West Lafayette campus; however, fees are associated with special delivery methods.
- Each student/alumnus is limited to 10 transcripts per request and 50 transcripts per semester. Differing attachments or notes to recipients or to the Purdue West Lafayette Registrar necessitate separate requests.
- The online transcript system will accept a maximum of two attachments to be included in the distribution of your transcript. Attachments must be in one of the following formats: Word, Excel, or .pdf. Examples of attachments would be completed forms or letters for the recipient.

To request a Transcript from Purdue University online, go to http://www.purdue.edu/registrar

- Click on the box labeled **Transcripts.**

Ordering a Purdue University Transcript Online

> ➤ On the page that appears click the link **Transcript Request System**.

PURDUE UNIVERSITY | Office of the Registrar

Home   Faculty & Staff ▾   Calendars ▾   Commencement   FERPA ▾   Forms ▾   Current Students ▾   Contact ▾

Curriculum and Course News ▾

Current Students / For Students
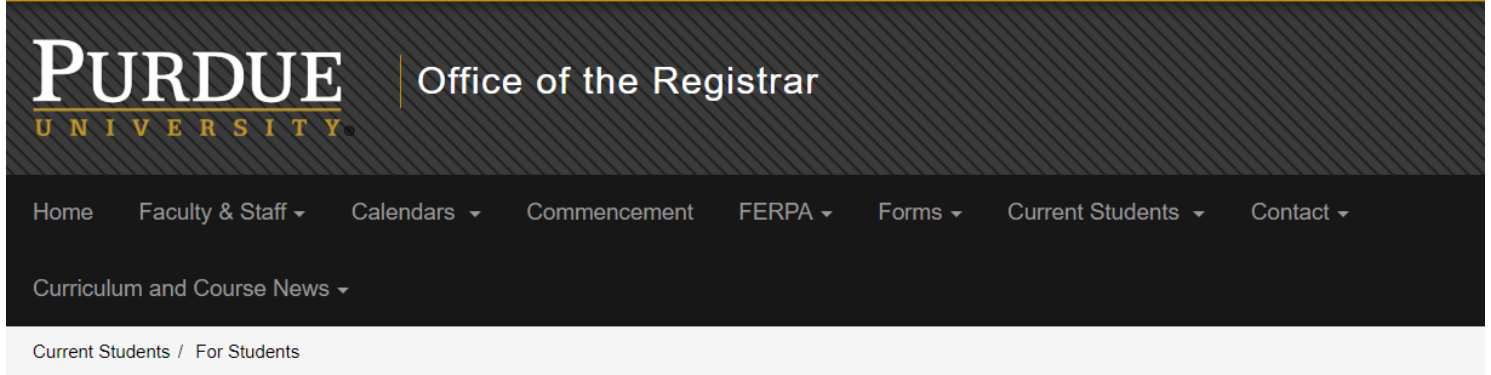
| Academic Status |
| Add/Drop Courses |
| Change of Curricula |
| Credit Evaluation |
| Enrollment Certifications |
| Enrollment Certification Form |
| Holds |
| myPurdue Proxy |
| Personal Directory Information |
| Registration Add Errors |
| Registration Information |
| Transcripts |
| Transcript Quick Reference Guide |
| Voter Registration |

Transcripts

Ordering a Transcript

If you are currently enrolled at the Purdue West Lafayette campus or a Polytechnic Statewide location, you may submit your request directly on **myPurdue** under the Academic tab.
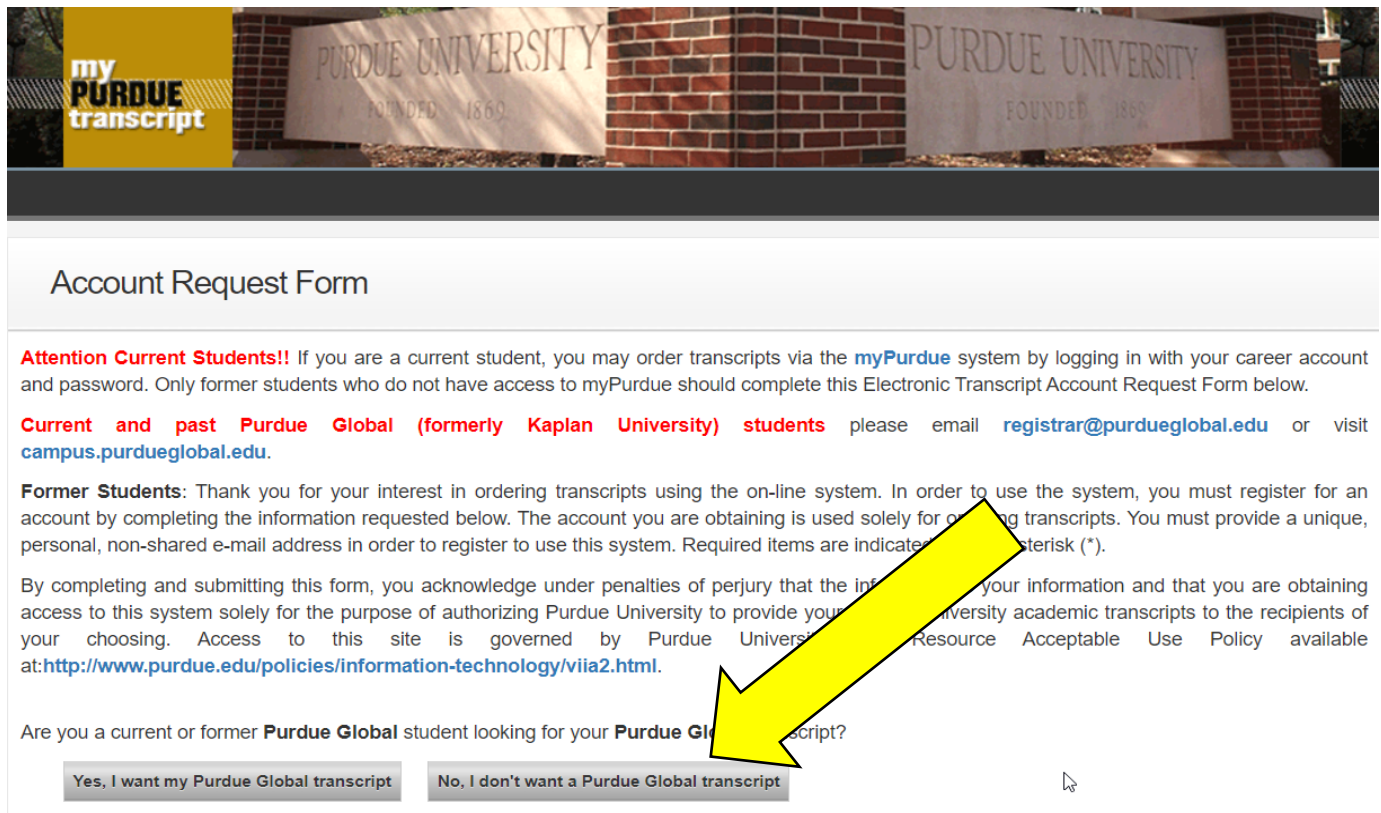
If you are a current or past Purdue Global (formerly Kaplan University) student, please e-mail registrar@purdueglobal.edu.

Alumni and former students from West Lafayette, Calumet (Purdue Northwest), Fort Wayne, North Central (Purdue Northwest), or a Polytechnic Statewide location with attendance in 1968 to the present may use the online **Transcript Request System**. **Alumni and former students will need to register a new account to access the online transcript request system.**

Transcripts are also available in per oom 45, Hovde Hall, at the West Lafayette campus. This is not a service available to PurdueGl t or former students. Office hours are Monday through Friday, 8 a.m. to 5 p.m. Eastern time, exc niversity holidays. Photo identification is required when making the request in person.

- Online requests are processed within o ee business days.
- Official transcripts are provided free-of-cha the Office of the Registrar.
- Each student/alumnus is limited to 10 trans request and 50 transcripts per term.
- The online transcript system will accept attach be included in the mailing of your transcript. Attachments must be in one of the following fors: Word, Excel, or .pdf
- If your request requires the transcript to be mailed in a special envelope, you should come directly to Room 45, Hovde Hall, so your request can be handled in person.
- **Purdue West Lafayette or Purdue Polytechnic Statewide Only:** For transcripts that require currently enrolled courses (for which grades have yet to be posted) or candidate for graduation (degree status does not indicate awarded), the production of your transcript can be delayed. Be sure to include this on your request form.
- Questions? Refer to the **Quick Reference Guide** regarding the eTranscript online ordering system or send an e-mail to **transcripts@purdue.edu**.
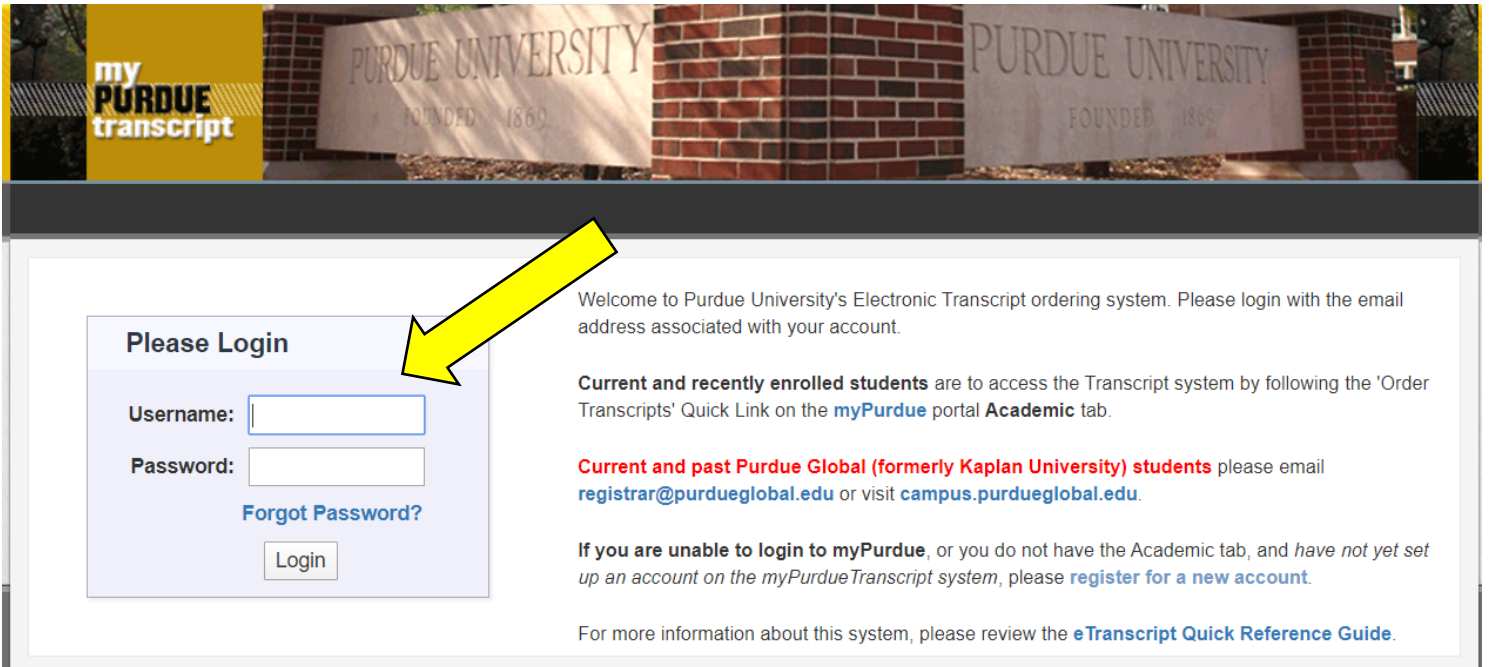
If you cannot submit a request via the options above, you may contact a customer service team member for assistance at (765) 494-6165.

If you are a new user of the Transcript Request System, proceed to of this document now.

Repeat User of Transcript Request System

Ordering a Purdue University Transcript Online

If you are a repeat user of Purdue West Lafayette's transcript request system and have retained your username and password, enter those credentials on this page in the Login box. For next steps, skip to page 9 of this document.

First Time User - Ordering a Purdue University Transcript Online

➢ On the page that appears, click the link **Register for a New Account.**

On the next page click the box **No, I don't want a Purdue Global transcript**

➢ **First Time User - Ordering a Purdue University Transcript Online**

Next, enter your chosen personal email address for your Purdue West Lafayette transcript system account and click Validate.

First Time User - Ordering a Purdue University Transcript Online

➢ Enter required information, including your social security number.
   Enter your social security number.   Do NOT enter your Purdue Fort Wayne student ID number. PFW student ID numbers are not held in the Purdue West Lafayette system. Purdue West Lafayette staff has no way to identify you by your PFW student ID.

➢ The box circled above the submit button, stating "I have read and agree to the Purdue University's IT Resource Acceptable Use Policy," must be clicked to proceed.
➢ Then click the Submit button.

First Time User - Ordering a Purdue University Transcript Online

➢ Next, the page below will appear informing you to check the email inbox of the email address you submitted for your account. You have 30 minutes to activate your account using the email just sent by purdue.edu to the email account you entered.

- The email will come from a "no-reply" email address. Be aware that your email server may drop this in your spam or junk folder.

➢ Failure to activate your account through this email in 30 minutes will result in being required to start the process over.

➢ Click on the link provided in the email from purdue.edu.

First Time User - Ordering a Purdue University Transcript Online

At this point, you will create a password for your new account. It is suggested to save your account email address and account password credential for your future Purdue transcript requests.

Next, you will select security questions and enter the answers. This is collected in the event you forget or lose the credentials to your Purdue University transcript request account.

➢ Click the Activate button when finished.

Ordering a Purdue University Transcript Online

You are now at the ordering step. On this page you are offered the choice of ordering an Electronic (emailed copy) transcript or Physical (paper copy) transcript.

This page also displays information about current and previous requests. Use this page to verify the status of recent transcript requests. A listing will appear at the bottom of page.

The electronic transcript request process is detailed on pages 10 through 20. The paper transcript request process is detailed on pages 21 through 31. If you are choosing to submit a paper transcript request, skip to page 21.

Ordering an Electronic Transcript

Pages 10 through 20 address electronic transcript requests.

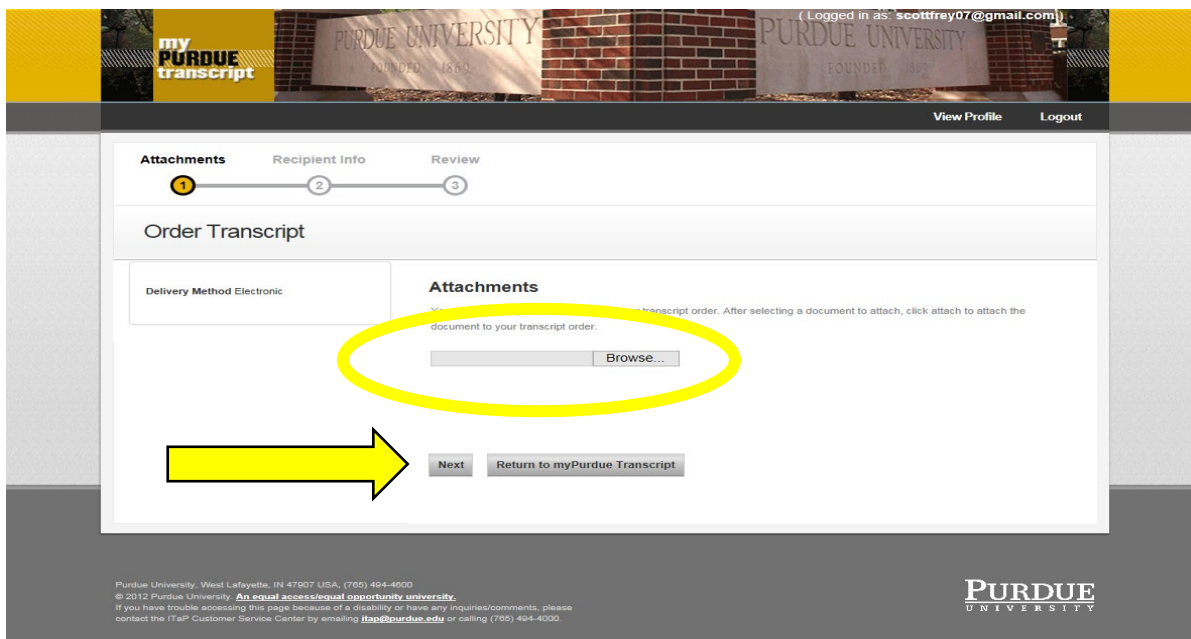> ➤ If you have nothing to attach to the outgoing transcript, click Next and skip to .
> ➤ But if you need to add an attachment to the transcript, continue below by clicking Choose File.
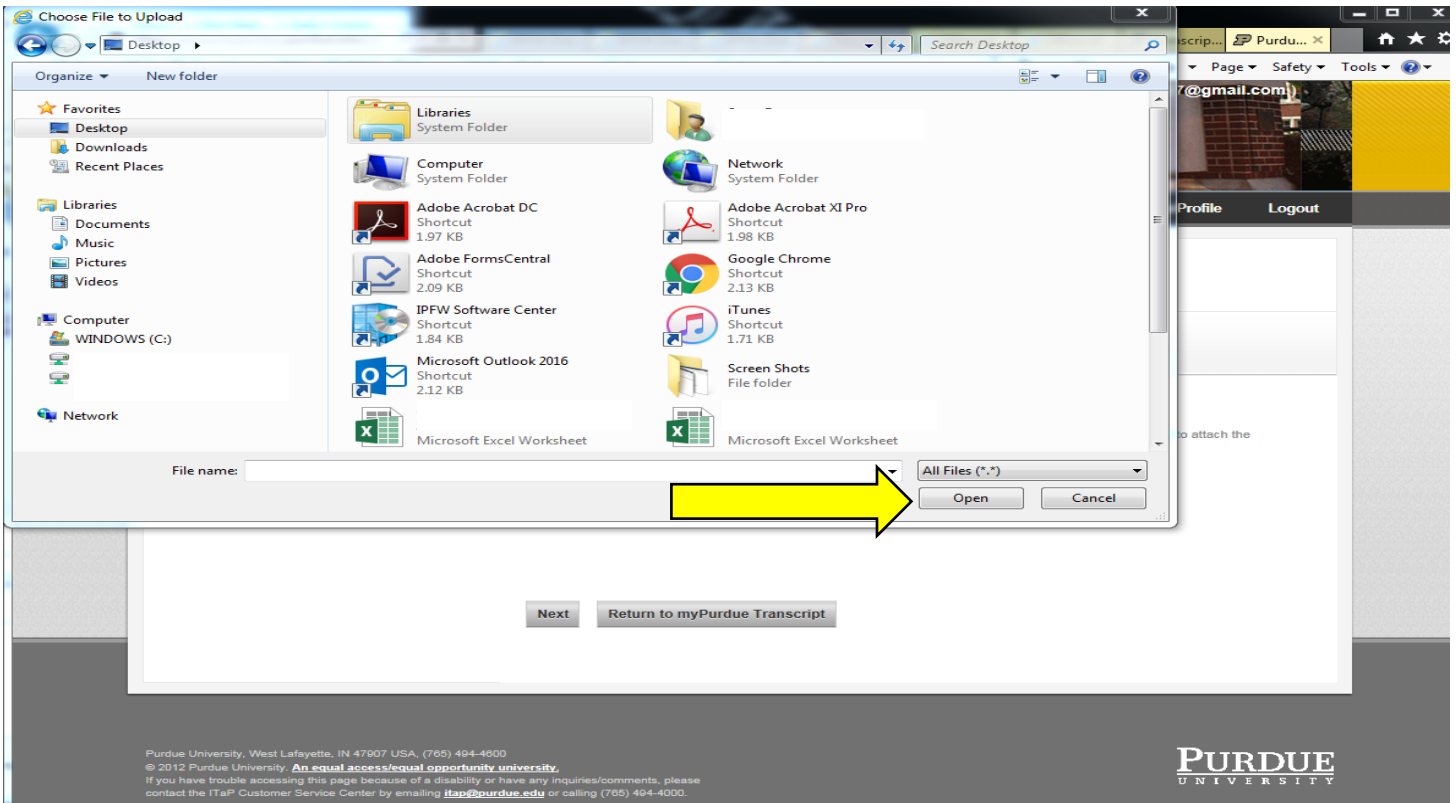

> ➤ An option to Choose File or Browse will next appear (depending on your browser).
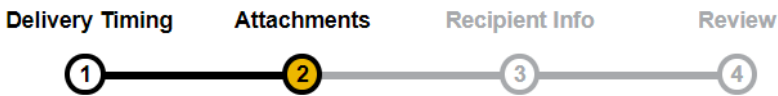> ➤ Click the option relevant to your browser and a file manager window will open.

Ordering an Electronic Transcript

> ➢ Select the file loaded on your device to attach and then click <u>Open</u>.

> ➢ Then click <u>Upload selected file</u>

Ordering an Electronic Transcript

The system now displays the filename that was attached. Ensure this is the filename of the intended attachment.

Repeat to attach another file. You can attach up to two files

- The attachment(s) will go to each recipient on this request.
- If you have different attachments for individual recipients, you will need to make a separate transcript request for each recipient.

➢ Click Next when finished uploading all attachments.

Ordering an Electronic Transcript

You will now be at the Recipient Information step. Enter the individual, business, or university name of the first entity receiving the transcript.

Enter the email address of the receiving party.

You must re-enter the email address for confirmation purposes.

If you are only sending the transcript to one entity, click the <u>Next</u> button and skip to <u>page 15</u>.

Otherwise, you can send your transcript to multiple entities in one request by clicking <u>Add Another Recipient</u>.   Each recipient will receive the uploaded attachments.

Ordering an Electronic Transcript

After clicking Add Another Recipient, blank Recipient Information boxes will appear again.

Enter required information. Repeat until all recipients have been added. The maximum is 10 per request.

➢ Then click the Next button.

Ordering an Electronic Transcript

You are now at the Review step. Review the delivery information. Confirm it is correct.

If you do not have notes for the Purdue West Lafayette Registrar or for Recipient(s), click Submit and skip to page 18 in these instructions.

If you have notes to include in the request for the Purdue Registrar's Office and/or the Recipient(s), continue to next page of this document.

Ordering an Electronic Transcript

If you have a note for the Purdue West Lafayette Registrar, click + Add a note for Purdue Registrar's. A text box will appear on the page.

- ➤ Enter any instructions for the Purdue West Lafayette Registrar. The instructions you enter will appear for each recipient on the transcript request.
- ➤ If you do not have Recipient notes to enter, click Submit and skip to page 18 of these instructions.

Ordering an Electronic Transcript

If you would like to add a note for recipients, click <u>+ Add a note to Recipient</u>.

A text box entitled Note to Recipient will appear on the page

- ➢ Enter any instructions for the recipient.
  - The note will be sent to each recipient on this request. Thus, if you have a different note for individual recipients, you will need to make a separate transcript request for each recipient.
- ➢ Click <u>Submit</u> when finished.

Ordering an Electronic Transcript

A Confirmation page will now appear.

> ➤ To view the status of the submitted request, click Return to myPurdue Transcript.

Ordering an Electronic Transcript

This screen now displays the status of your request, See the bottom of the page for this most recent request and prior requests.

When finished, remember to log out.

Example Electronic Transcript Request Results
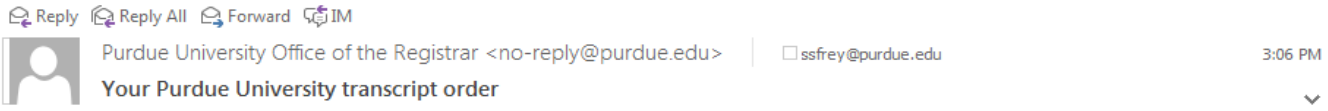
> ## Sender receives an email.

⬅ Reply ⬅ Reply All ⬅ Forward ⬉ IM

Purdue University Office of the Registrar <no-reply@purdue.edu>   ☐ ssfrey@purdue.edu   3:06 PM
Your Purdue University transcript order

Your transcript order for the following recipients has been successfully processed:

[Scott Frey]

The email notification has been sent to the recipients and they can view the electronic transcript as a PDF document for 30 days. You may view the status and details of your transcript via the View Orders within the Transcript Ordering system. The View Orders will also provide you with the information of when the recipient has viewed your transcript.

For any question regarding your transcript please use the View Orders on the Transcript Ordering System.

If you have additional questions please direct them to registrar@purdue.edu.

CONFIDENTIALITY NOTICE: This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.

> ## Recipient receives an email.

⬅ Reply ⬅ Reply All ⬅ Forward ⬉ IM

Purdue University Office of the Registrar <no-reply@purdue.edu>   ■ Scott Frey   3:06 PM
Purdue University Transcript Services Order:459001/Frey

Purdue University has made available to you a transcript for student SCOTT STEPHEN FREY as requested by Scott Stephen Frey.

This transcript will only be available until 02/07/2018.

By clicking on the link to access the transcript you are certifying that you are the intended recipient, of this transcript, and that you will abide by policies as stated in the Family Educational Rights and Privacy Act (FERPA), for more information on FERPA, please visit Purdue University"s FERPA web site.

Click here to access the secure transcript https://imsva91-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fsswis.mypurdue.purdue.edu%2feTranscript%2fdownload%3fid%3dLGE76VEHA9H6N8C5&umid=18F9CDD5-6249-5305-8759-B873F1257F65&auth=8a5980d4d8120dbfd7a642d3e3e39c583ef9bd27-d0637915d26288a60fc6513f34f982cfc2f381c9

Or cut and paste the following url in your browser window: https://imsva91-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fsswis.mypurdue.purdue.edu%2feTranscript%2fdow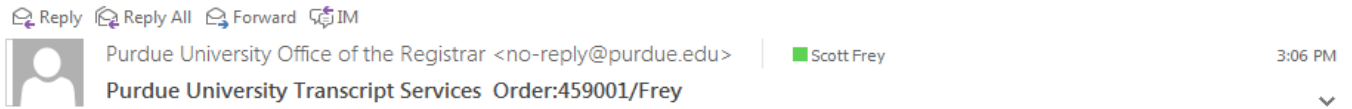nload%3fid%3dLGE76VEHA9H6N8C5&umid=18F9CDD5-6249-5305-8759-B873F1257F65&auth=8a5980d4d8120dbfd7a642d3e3e39c583ef9bd27-d0637915d26288a60fc6513f34f982cfc2f381c9

To validate that this email is not phishing attempt, you may email the Purdue University Office of the Registrar at transcripts@purdue.edu.

CONFIDENTIALITY NOTICE: This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.

Ordering a Physical Transcript

Pages 21 through 31 address the process for ordering a Physical (paper) transcript.

➢ Select your desired Delivery Method.   Note FedEx next business day is available for a charge.

➢ Then click Next.

Ordering a Physical Transcript

You are now at the Attachments step.

> ➢ If you have nothing (forms, letters, etc.) to enclose with the outgoing transcript, click <u>Next</u> and skip to <u>page 25</u> in these instructions.
> ➢ If an enclosure should be included with the outgoing transcript, continue below by clicking <u>Choose File</u>.

Ordering a Physical Transcript

- ➢ An option to <u>Choose File</u> or <u>Browse</u> will next appear depending on your browser.
- ➢ Click the option relevant to your browser and a file manager window will open.
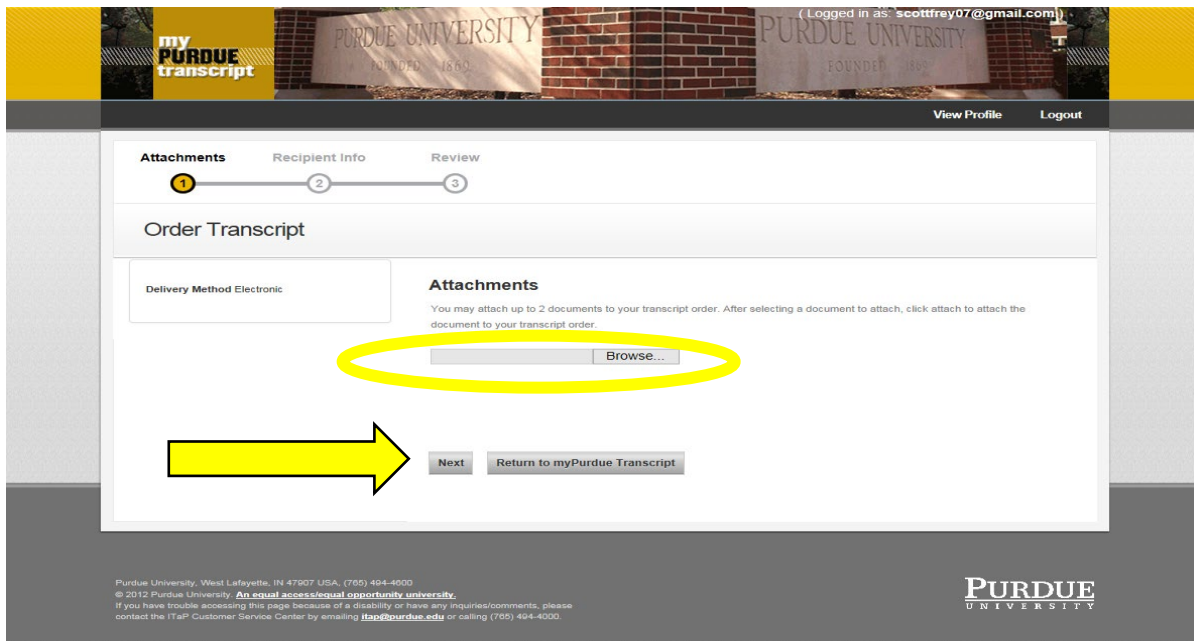
- ➢ Select the file to attach loaded on your device and click <u>Open</u>.
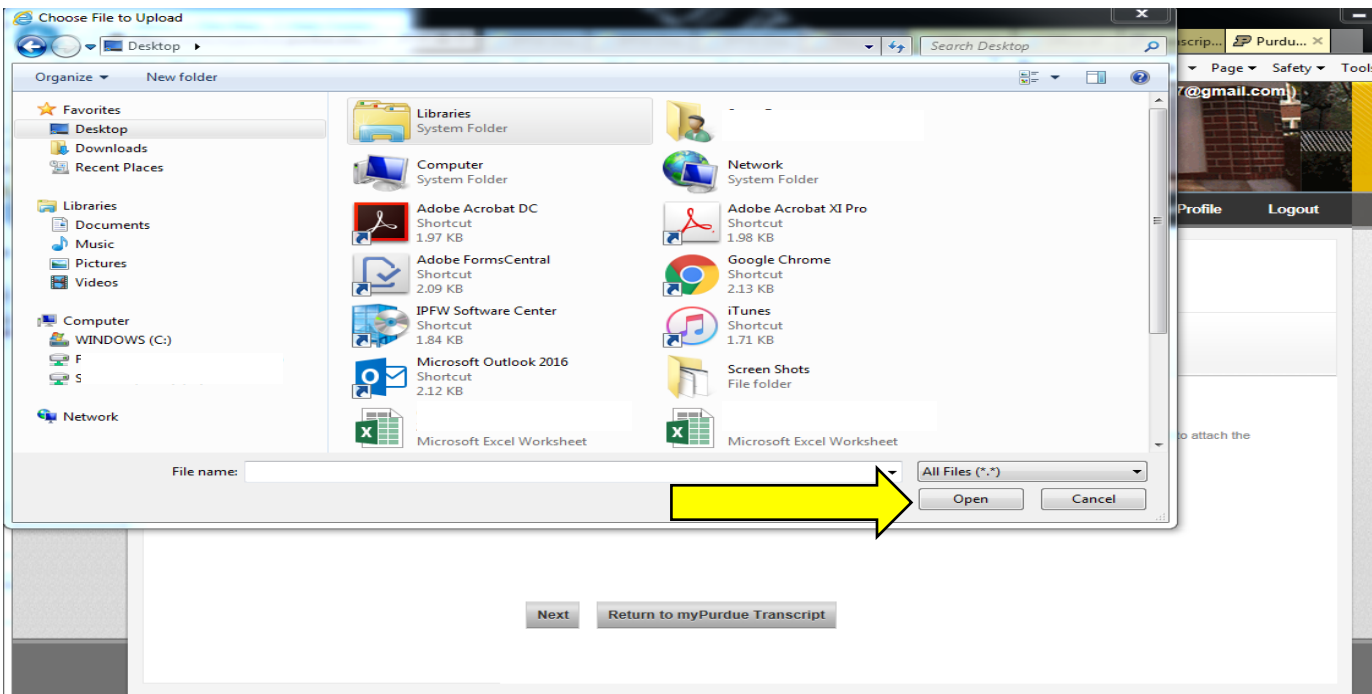
Ordering a Physical Transcript

➢ Then click Upload selected file.

The system now displays the filename that was attached. Ensure this is the filename of the intended attachment. Repeat to attach another file. You can attach up to two files. The attachment(s) will go to each recipient on this request.

➢ Click Next when finished uploading all attachments.

Ordering a Physical Transcript

You will now be at the Recipient Information step. Enter the individual, business, or university name of the first entity receiving the transcript.

Enter recipient's mailing address.

You can send multiple transcripts with one request.

If you need to send more than one transcript, click on Add Another Recipient.

> ➢ Click Next when finished.

Ordering a Physical Transcript

You are now at the Review step. Review the delivery information. Confirm it is correct.

You also need to enter your phone number in case Purdue West Lafayette needs to contact you.

If you do not have notes for the Purdue West Lafayette Registrar or for Recipient(s), click Submit and skip to in these instructions.

If you have notes to include in the request for the Purdue Registrar's Office and/or the Recipient(s), continue to the next page of this document.

Delivery Method	Attachments	Recipient Info	Review
1	2	3	4

Order Transcript

Review

Delivery Method	Postal
Delivery Timing	Cu
Issued To	Sc

Street Line1:	53
Street Line2:	Ap
City:	Fort Wayne
State Province:	IN
Postal Code:	46805
Nation:	US
Number of Copies	1

+ Add a note for Purdue Registrar's

+ Add a note to Recipient

To place physical order, you **must** enter a phone number that we can contact you in the event we have questions regarding your transcript order.

Phone Number* : `xxx-xxx-xxxx`

If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters.
(Approximately 50 words)
NOTE: This is not used for notes to recipients

Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.

Submit

Ordering a Physical Transcript

If you have a note for the Purdue West Lafayette Registrar, click <u>+ Add a note for Purdue Registrar's</u>. A text box will appear on the page.

- ➢ Enter any instructions for the Purdue West Lafayette Registrar. The instructions you enter will appear for each recipient on the transcript request.
- ➢ If you do not have Recipient notes to enter, click <u>Submit</u> and skip to <u>page 29</u> of these instructions.

Review

Delivery Method	Postal
Delivery Timing	Current
Issued To	Purdue Fort Wayne
Street Line1:	2101 E Coliseum Blvd
City:	Fort Wayne
State Province:	IN
Postal Code:	46805-1445
Nation:	US
Number of Copies	1
File name	Attachment Test.pdf

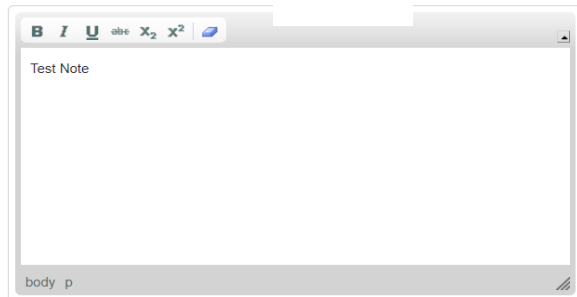### Special Instruction for Purdue Registrar

If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters. (Approximately 50 words)
NOTE: This is not used for notes to recipients
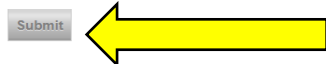
Note Test

Note to recipient

Note to recipient will be generated as a pdf file and attached to the order.

B *I* <u>U</u> abc X₂ X² 🧽

Test Note

body p

To place physical order, you **must** enter a phone number that we can contact you in the event we have questions regarding your transcript order.

Phone Number* :   xxx-xxx-xxxx

Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.

Submit

Ordering a Physical Transcript

If you would like to add a note for recipients, click + Add a note to Recipient.

A text box entitled Note to Recipient will appear on the page.

> ➤ Enter any instructions for the recipient in the text box.
>   - The note will be sent to each recipient on this request. Thus, if you have a different note for individual recipients, you will need to make a separate transcript request for each recipient.
> ➤ Click Submit when finished.

Review

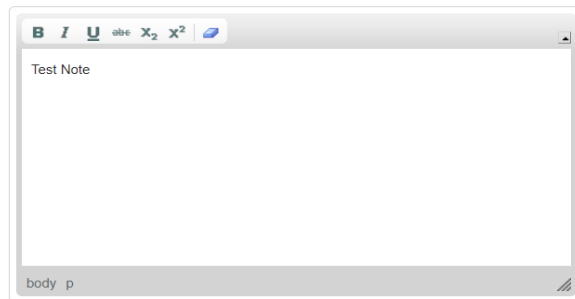|	
Delivery Method	Postal
Delivery Timing	Current
Issued To	Purdue Fort Wayne
Street Line1:	2101 E Coliseum Blvd
City:	Fort Wayne
State Province:	IN
Postal Code:	46805 1445
Nation:	US
Number of Copies	1
File name	Attachment Test.pdf

Special Instruction for Purdue Registrar

If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters. (Approximately 50 words)
NOTE: This is not used for notes to recipients

Note Test

Note to recipient

Note to recipient will be generated as a pdf file and attached to the order.

B *I* <u>U</u> abc X₂ x²

Test Note

body p

To place physical order, you **must** enter a phone number that we can contact you in the event we have questions regarding your transcript order.
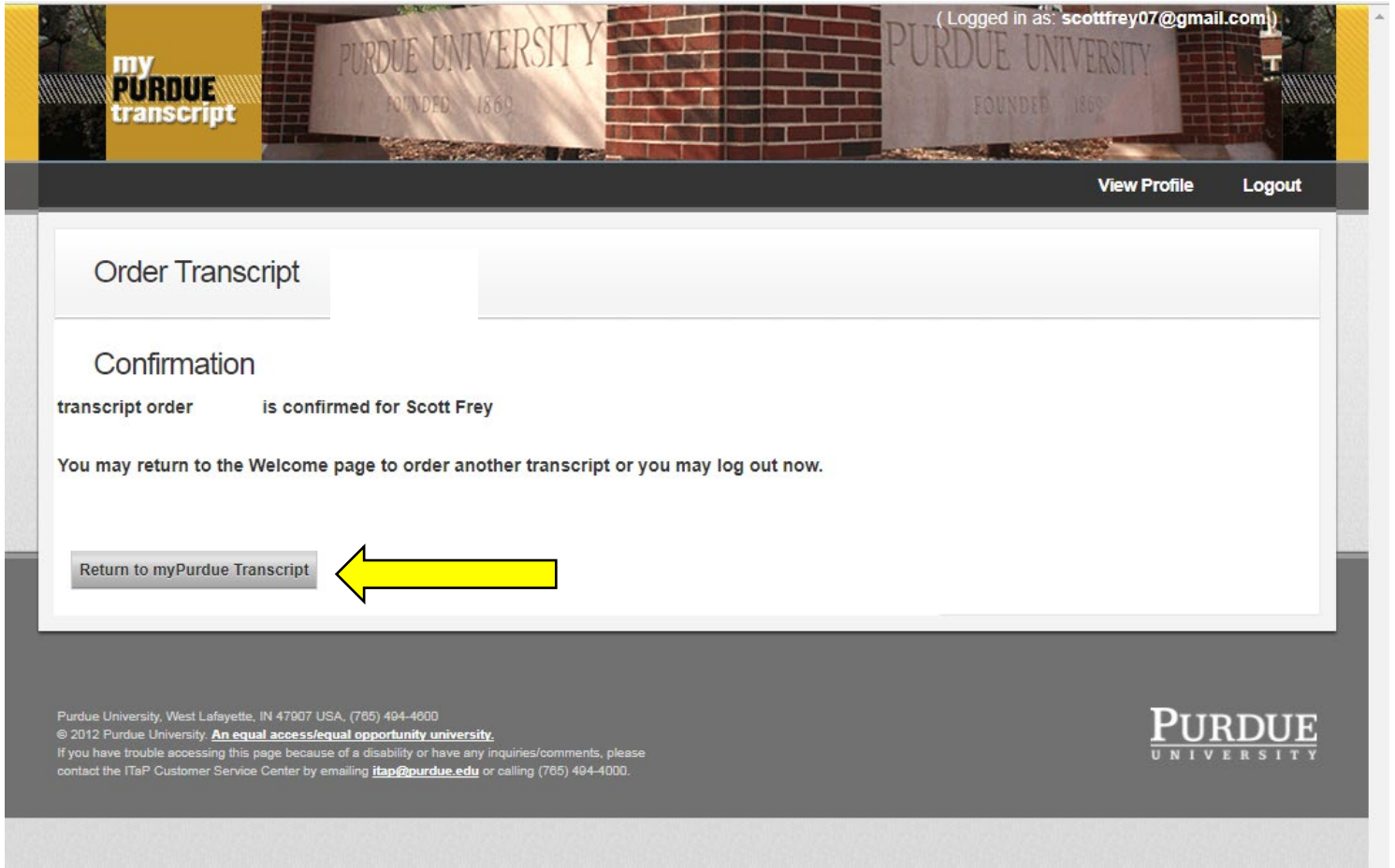
Phone Number* :   xxx-xxx-xxxx

Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.

Submit

Ordering a Physical Transcript

A Confirmation page will now appear.

To view the status of the submitted request, click Return to myPurdue Transcript.

Transcript Request System

This screen now displays the status of all requests.

When you are finished, remember to log out.

Example Physical Transcript Request Results

➤ <u>Sender receives an email</u>.

Reply Reply All Forward IM

Purdue University Office of the Registrar <no-reply@purdue.edu>   6:05 AM

Your Purdue University transcript order

Your transcript order for the following recipients has been successfully processed:

[Scott Frey]

Your transcript has been printed and mailed to the recipient. You may view the status and details of your transcript via the View Orders within the Transcript Ordering system.

For any question regarding your transcript please use the View Orders on the Transcript Ordering System.

If you have additional questions please direct them to registrar@purdue.edu.

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