

## Requesting Official Transcript

Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the <b>Request Official Transcript</b> link. <a href="#">Request Official Transcript</a>
3.	Click the <b>Send To My Address</b> option. 
4.	Click the <b>Address Type</b> list. 
5.	Click the <b>Home</b> list item from the <b>Address Type</b> list 
6.	Click the <b>Edit Address</b> link and edit your address here. <a href="#">Edit Address</a>
7.	Click in the <b>Address 2</b> field. 
8.	Enter the desired information into the <b>Address 2</b> . Enter a valid value e.g. "asfsdfs".
9.	Enter the desired information into the <b>City:</b> field. Enter a valid value e.g. "Los Angeles".
10.	Click in the <b>County:</b> field. 
11.	Enter the desired information into the <b>County:</b> field. Enter a valid value e.g. "USA".
12.	Click the <b>OK</b> graphic. 
13.	Click the <b>Submit</b> link. 
14.	You may note the Request No: for future reference. The official transcript has been requested and will reach your mailing address.
15.	You have successfully requested for a official Transcript. <b>End of Procedure.</b>

