Create a Transcript/Enrollment Verification Ordering Service Account

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. This document describes how former students create an account to securely order these documents online.

> **Note**: If you have an active University Computing Account, you can access this service through the Academic Resources community on My Pitt (**my.pitt.edu**). You do not need to create a Transcript/Enrollment Verification Ordering Service Account. Refer to the *Order a Transcript/Enrollment Verification as a Student* help sheet.

Once you have created an account you can order transcripts or enrollment verifications using the *Order a Transcript/Enrollment Verification as a Former Student* help sheet.

Create an Account

To create a Transcript/Enrollment Verification Account:

1. Go to http://www.registrar.pitt.edu/transcripts.html, read the information on this Web page, then click **ORDERING OFFICIALTRANSCRIPTS – Click Here**.

    ORDERING OFFICIAL TRANSCRIPTS - Click Here

2. Read the information on this Web page, then click **Former Student**.

    Select "**Former Student**" if you no longer have an active University of Pittsburgh account.

3. Click **Create Account**.

4. An online registration form with several sections is displayed. Follow all onscreen instructions and fill out the five details sections of the form (**Address Details**, **Authentication Details**, **Login Details**, **Document Tracker Preferences**, and **CAPTCHA Security Check**). Click **Submit**.

   Note: A red asterisk (*) indicates that the information is required and must be completed.

Identity Theft Protected

securityMETRICS'
Credit Card
SAFE

| Login or Register | Select Documents | Provide Consent | Payment Information | Review & Submit Order |

NOTE: If you have already created an account, please login.

Information

To assist us in retrieving your record and processing your order, please provide us with as much information as possible. We will only prompt you to complete this form in the first account creation session. You can edit any account information in the future sessions by clicking the "My Account" link on the upper left toolbar. The information collected here will allow you to track your order(s) and assist us in processing any payments. Your account information will not be shared with any outside organizations, and will be secured following the most comprehensive electronic information storage procedures available.

Required Information

Address Details

First Name: John *
Middle Name:
Last Name: Username *
Street Address: 907 Mockingbird Lane *
Address Line 2:
City: Pittsburgh * (Military Addresses: enter APO, DPO, or FPO)
State/Province: Pennsylvania *
Post/Zip Code: 15218 *
Country: United States *
Telephone: 412-XXX-XXXX * (eg. 555-555-5555)

Authentication Details

Date of Birth: Apr 30 , 1990 *
Year Graduated or Year Last Attended: 2011 *
Degree Received or Degree Sought: B.A. *
Name While Attending: Mr. John J Username * (Title,First,Mid,Last,Suffix)
Dates Attended: 2007 to 2011 *
Student ID: (PeopleSoft Student ID)
Campus Attended: PIT * (PIT, UPB, UPG, UPJ, UPT)

Login Details

Email Address: Jusername@pitt.edu *
Confirm Email: Jusername@pitt.edu *

For security, your password must be at least 8 characters in length and contain at least 3 of the following:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A punctuation character

Password: ••••••••••• *
Confirm Password: ••••••••••• *

Document Tracker™ Preferences

eMail Notification? NO ● YES
SMS Text Message Notification? NO ● YES   NOTE: Standard text messaging fees from your phone carrier may apply.
Cell Phone? YES ● NO   Mark YES if telephone number entered above is a cellular phone.
Cellphone Number: 724-XXX-XXXX * (eg. 555-555-5555)
Cell Provider: Verizon

CAPTCHA Security Check

the oulyHI

reCAPTCHA™
stop spam.
read books.

Type the characters in the CAPTCHA security check

the oulyHl

Submit

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5. You will see an **Order Now!** screen. You have successfully registered.

6. You will also receive an email confirmation that you have registered.

7. To place a transcript order, refer to the *Order a Transcript/Enrollment Verification as a Former Student* help sheet.

   Note about using the *Order a Transcript/Enrollment Verification as a Former Student* help sheet to place an order: If you place an order and 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.

Get Help

The Technology Help Desk at 412 62**4-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**.