

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:

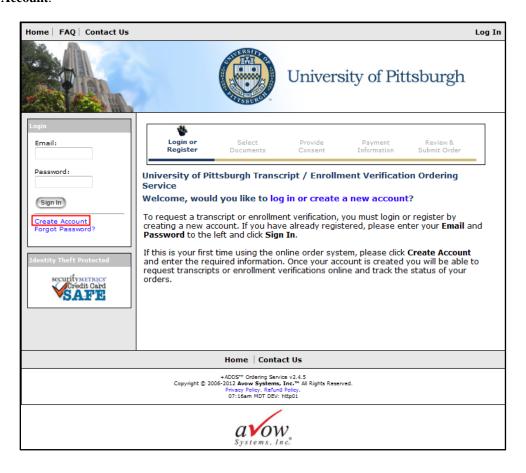
Go to http://www.registrar.pitt.edu/transcripts.html, read the information on this Web page, then click ORDERING
OFFICIALTRANSCRIPTS – Click Here.

ORDERING OFFICIAL TRANSCRIPTS - Click Here

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

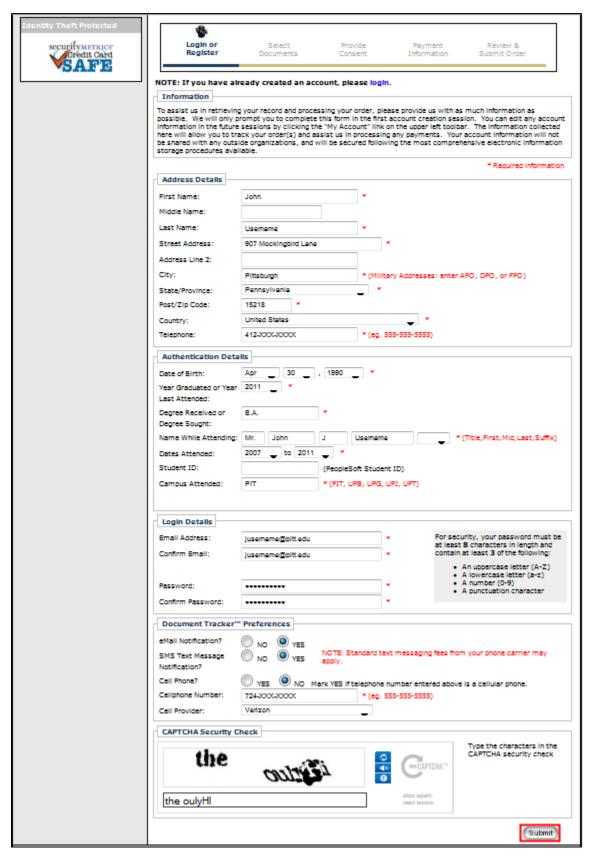
Select "Former Student" if you no longer have an active University of Pittsburgh account.

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.



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**.