



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**.

Home | [FAQ](#) | [Contact Us](#) [Log In](#)

University of Pittsburgh

Login

Email:

Password:

[Create Account](#)
[Forgot Password?](#)

Login or Register [Select Documents](#) [Provide Consent](#) [Payment Information](#) [Review & Submit Order](#)

University of Pittsburgh Transcript / Enrollment Verification Ordering Service

Welcome, would you like to [log in](#) or [create a new account](#)?

To request a transcript or enrollment verification, you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts or enrollment verifications online and track the status of your orders.


[Home](#) | [Contact Us](#)

+ADD5™ Ordering Service v2.4.5
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[Privacy Policy](#) | [Refund Policy](#)
07:16am MDT DEV: HTP01



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


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: *

Middle Name:

Last Name: *

Street Address: *

Address Line 2:

City: * (Military Addresses: enter APO, DPO, or FPO)

State/Province: *

Post/Zip Code: *

Country:

Telephone: * (eg. 555-555-5555)

Authentication Details

Date of Birth: , *

Year Graduated or Year Last Attended: *

Degree Received or Degree Sought: *

Name While Attending: * (Title, First, Mid, Last, Suffix)

Dates Attended: to *

Student ID: (PeopleSoft Student ID)

Campus Attended: * (PIT, UPB, UPG, UPJ, UPT)

Login Details

Email Address: *

Confirm Email: *

Password: *

Confirm Password: *

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

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: * (eg. 555-555-5555)

Cell Provider:

CAPTCHA Security Check



Type the characters in the CAPTCHA security check



stop spam. next time.

Submit

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

The screenshot shows the University of Pittsburgh's document ordering service interface. At the top, there are navigation links: Home, My Account, FAQ, Contact Us, Documents, and Log Out. The main header features the University of Pittsburgh logo and name. Below the header, there is a shopping cart section indicating 'Your cart is empty.' and a 'Continue Shopping' link. A progress bar shows the current step: 'Login or Register', followed by 'Select Documents', 'Provide Consent', 'Payment Information', and 'Review & Submit Order'. The main content area is titled 'University of Pittsburgh Transcript / Enrollment Verification Ordering Service' and greets the user as 'Hello John!'. It contains a request for an official transcript to be delivered via secure, certified PDF, with an 'Order Now!' button. Below this, it lists services available through the platform, including enrollment verifications, paper transcripts, and a link to a full list of documents.

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

The screenshot shows an email confirmation from the University of Pittsburgh. It begins with 'Dear Mr. Username,' and welcomes the user to the document ordering service. It lists various services available, including Online Ordering, Secure Payment, and Order History. The email concludes with a thank you for registering and contact information for the Transcripts Office. The footer includes a copyright notice for Avow Systems, Inc. and a link to the Privacy Policy.

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 412 624-**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.