



Order a Transcript/Enrollment Verification as a Current Student

Overview

With the University's Transcript/Enrollment Verification Ordering service, students with active University Computing Accounts and former students can securely order and pay for services including paper official PDF eTranscripts. Former students should first refer to the *Create a Transcript/Enrollment Verification Ordering Service Account* help sheet to get started. This document describes how current students with active University Computing Accounts can securely order eTranscripts online.

Notes:

- a. You can also use this process to order and pay for paper transcripts as well as paper or electronic enrollment verifications.
- b. You can attach personalized documents [including a cover letter, resume, or other document(s)] to your document order before sending it to third parties such as prospective employers.

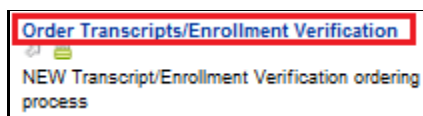
Log In

All students with active University Computing Accounts can log in to the University Transcript Ordering Service through MyPitt (my.pitt.edu).

1. Login to My Pitt (my.pitt.edu) with your University Computing Account username and password.
2. Click **Academic Resources**.



3. Click **Order Transcripts/Enrollment Verification** on the right hand side of the page.



Note: If you 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.

- Returning users can skip to the *Place an Order* section. If you are a first time user of the service, you will be transferred from My Pitt to an online registration form with several sections. The form will contain most of the information needed to process your order. Review your information, then click **Submit**.

The screenshot shows the University of Pittsburgh document ordering site registration form. At the top, there is a banner with the University of Pittsburgh logo and name. Below the banner, there is a navigation bar with five options: "Login or Register", "Select Documents", "Provide Consent", "Payment Information", and "Review & Submit Order". The "Login or Register" option is highlighted.

On the left side, there is a box for "Identity Theft Protected" with the "securityMETRICS Credit Card SAFE" logo. The main content area is titled "Address Details" and contains the following text:

Welcome to the University of Pittsburgh document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

The form fields are as follows:

- First Name: John *
- Middle Name: *
- Last Name: Username *
- Street Address: Your Address Here *
- Address Line 2: *
- City: Pittsburgh * (Military Addresses: enter APO, DPO, or FPO)
- State/Province: Pennsylvania *
- Post/Zip Code: 15 xxx *
- Country: United States *
- Telephone: (412) 624-xxxx *
- Email Address: jusername@pitt.edu *

Below the form fields is the "Document Tracker™ Preferences" section:

- eMail Notification? NO YES
- SMS Text Message Notification? NO YES

A red box highlights the form fields and the "Submit" button. The "Submit" button is located at the bottom right of the form.

- You will be logged in to the service.

Place an Order

To place an order for a transcript:

1. Click **Order Now!**

Shopping Cart [view]
Your cart is empty.
[Continue Shopping](#)

Identity Theft Protected
securityMETRICS
Credit Card
SAFE

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

University of Pittsburgh Transcript / Enrollment Verification Ordering Service

Hello John Username

Electronic Official Transcript / Electronic Enrollment Verification (New!)

Request your official transcript or enrollment verification delivered to any valid email address via secure certified PDF. Orders can now be made online, without standing in a line... It's fast, very user-friendly, and secure!

Order Now!

Through this service, students can also order:

- Paper transcripts or paper enrollment verifications sent via first-class mail or rush delivery (additional fees apply for rush delivery)
- [Click here for a full list of documents that may be ordered](#)

2. Click the image or link of the item you wish to order.





Note: You can choose from four different options.

Shopping Cart [view]
Your cart is empty.
[Continue Shopping](#)


Identity Theft Protected
securityMETRICS
Credit Card
SAFE

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


University Documents

	eTranscript Order a secure, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your...	\$5.00
	Paper Transcript - Mailed Order a paper copy of your official transcript. Orders are generally processed within 1-3 business days (up to 3-5 days for high volume periods). You...	\$6.00
	Enrollment Verification - Electronic ** Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification. Order a secure, certified PDF...	\$3.50
	Enrollment Verification - Mailed ** Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification. Order a paper copy of your...	\$3.50

3. Provide all the delivery details for your transcripts, then click **Add to Cart**.


Select Documents

Login or RegisterProvide ConsentPayment InformationReview & Submit Order



\$5.00
eTranscript

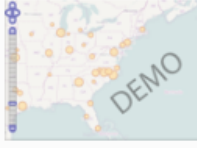
Order a secure, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam filters, please instruct recipients to allow emails from Avow Systems (addsmail.com).

NOTES:

- Current courses will appear on transcripts immediately following enrollment.
- Grades will not appear until entered by the instructor and posted by the Registrar's Office. Grades are posted on a nightly basis (Sunday-Friday) once the grade post period has begun.
- Transcripts will not be processed for those with holds placed on their account for financial or other obligations to the University.

Transcript Tracker™
3,801 know. Will You?

View when and where your transcript has been opened on a map in real time. Utilize the ultimate in state-of-the-art technology available on the market to allow you to track your PDF transcripts once sent to a potential recipient. [More Info...](#)



Terms of Use

Provide complete delivery details:

Delivery Mode **Electronic**

Transcript Tracker **Enabled \$1.99** Enable Real-Time Global Tracking on Your Transcript
 Disabled

Processing Time **Now** Holds are for current term only
 Hold for Grades
 Hold for Degree

Recipient Name Enter the name of the transcript recipient

Email Address Enter the recipient's email address for delivery

Re-enter Email

Attachment (Optional) Upload supporting document

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Avow Systems (addsmail.com).

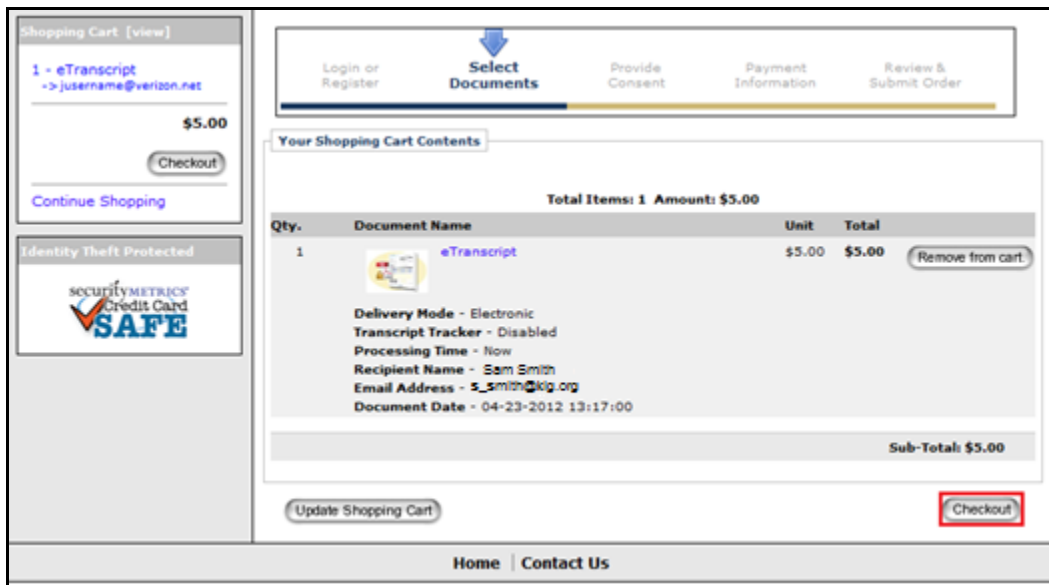
Notes:

- a. To place an order, you must make a **Transcript Tracker** selection.
- b. Information about available services and prices are listed on the order form.
- c. A pre-generated cover letter accompanies each transcript request. You can attach personalized documents [including a customized cover letter, resume, or other document(s)] to your transcript order before sending them to third parties such as prospective employers. If you wish to attach customized documents, locate the **Attachment (Optional)** field, click the **Browse...** button on the right-hand side of the empty text field, and follow all onscreen instructions to locate supporting documentation on your computer and attach it to your transcript request.

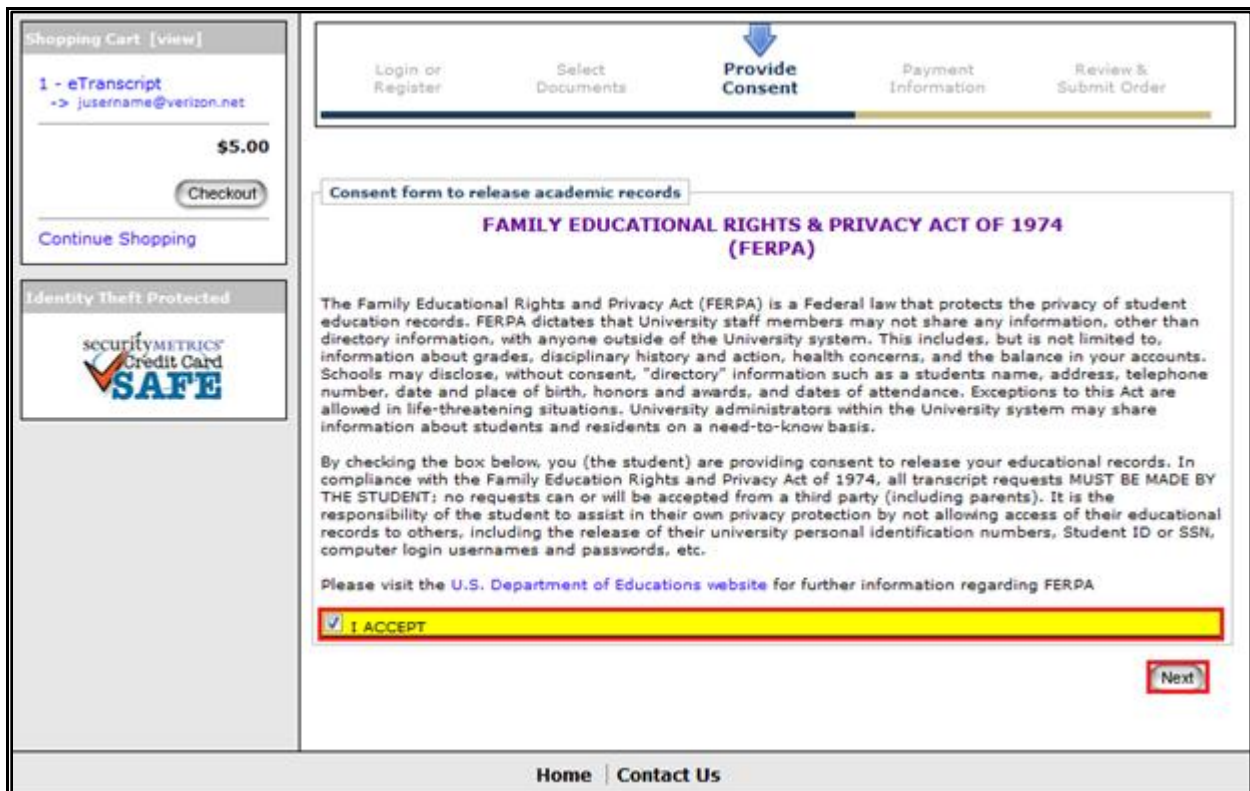
Attachment (Optional) Upload supporting document

d. For the **Recipient Name**, **Email Address** and **Re-enter Email** fields enter the contact information of the individual or third party (for example, prospective employer) to whom you wish to send your transcript. This information will be verified before the order can be placed.

4. The transcript will be added to your shopping cart. To continue, click **Checkout**.



5. Read the Family Educational Rights and Privacy Act of 1974 (FERPA) consent information, Check the **I ACCEPT** box, then click **Next**.



6. Review your billing address information. The name and address listed here should match those listed on your credit card statement. Make any changes by clicking the **Change Address** button. When you are done, click **Next**.

The screenshot shows the University of Pittsburgh's online ordering interface. At the top, there are navigation links: Home, My Account, FAQ, Contact Us, Shopping Cart, Checkout, Documents, and Log Out. The University of Pittsburgh logo and name are prominently displayed. The main content area is divided into several sections:

- Shopping Cart [view]**: Shows 1 item, eTranscript, for \$5.00. Includes a "Checkout" button and a "Continue Shopping" link.
- Payment Method**: Features the Authorize.Net logo and "SECURE CHECKOUT" text. Below this, a note states: "After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment." A red note follows: "Note: When payment is made with a credit card, the order will appear as 'Avow Systems, Inc.' on the credit card statement."
- Billing Address:** A section with a "Billing Address:" header. It contains the text: "Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button." Below this, the address is listed: "John Username, 1313 Mockingbird Lane, Pittsburgh, PA 15xxx, United States." A "Change Address" button is positioned to the right of the address.
- Navigation**: "Back" and "Next" buttons are located at the bottom of the main content area.

At the bottom of the page, there is a footer with the following text: "© 2006-2012 Avow Systems, Inc. All Rights Reserved. Privacy Policy, Refund Policy, 01:34pm MDT DEV: http01".

7. A confirmation page displays information about your pending request. Click **Confirm**.

Shopping Cart [view]


1 - eTranscript
-> jusername@verizon.net

\$5.00

Checkout

Continue Shopping

Identity Theft Protected



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

Confirm Your Payment Info:

Billing Address: (*Must match the address associated with your credit card)

John Username
1313 Mockingbird Lane
Pittsburgh, PA 15218
United States

Edit Billing Address


Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$5.00	\$5.00
Delivery Mode - Electronic			
Transcript Tracker - Disabled			
Processing Time - Now			
Recipient Name - Sam Smith			
Email Address - s_smith@kig.org			
Document Date - 04-24-2012 8:23:34			
Sub-Total:			\$5.00
Total:			\$5.00

Back Confirm

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

8. You will be directed to the secure AVOW online purchasing system. Fill out the Payment Information and Billing Information sections, then click **Submit**.


University of Pittsburgh

Order Information * Required Fields

Invoice Number: 21518-541384

Description: University of Pittsburgh Document Request - powered by Avow Systems *ADDS
Authentic Document Delivery Service

Total: US \$5.00

Payment Information



Card Number: xxxxxxxxxxxxxxxx * enter number without spaces or dashes

Expiration Date: mm/yy * (mmyy)

Billing Information

First Name: John Last Name: Username

Company:

Address:

City: Pittsburgh

State/Province: PA Zip/Postal Code: 15 xxx

Country: United States

Email: jdoe@gmail.com

Phone: xxx-xxx-xxxx

Please do not "double-click" the Submit button. Doing so will produce an error.

Submit

9. You will receive onscreen confirmation for your order and an email receipt. To place another order, click **Continue Shopping**. If you are finished ordering, click **Log Off**.



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**.