University of Pittsburgh
Office of the University Registrar

Office of the University Registrar
G3 Thackeray Hall
412-624-7635
registrar.pitt.edu

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 request and pay for services including 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 documents) to your 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 My Pitt (my.pitt.edu) on the Academic Resource page or from the University Registrar Office web page (registrar.pitt.edu/transcripts):

1. Go to http://www.registrar.pitt.edu/transcripts.html, read the information on this Web page, then under the *I'm a Current Student/Graduated 2015 Spring - Present* column, click the **Order Transcript** or **Order Enrollment Verification** button.

I'm a Current Student / Graduated 2015 Spring - Present

Order Transcript

Order Enrollment Verification

2. This will navigate you to the University of Pittsburgh's Pitt Passport page. From here, enter your Username and Password, then click Submit.

University of Pittsburgh

Pitt Passport

Username

Enter username

Password

Password

Submit ➔

3. This will pass you through to the Ordering Service storefront page. Click **Order Now!** To begin the ordering process.

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

Through this service, students can also order:
- Enrollment verifications to be delivered to any valid email address via secure, certified PDF
- 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

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.

4. Returning users will pass right to the *Place an Order* section. If you are a first time user of the service, you will be transferred from the website 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.**

Address Details

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.

Field	Value	
First Name:	Test	*
Middle Name:		
Last Name:	Student	*
Street Address:	Your Address	*
Address Line 2:		
City:	Pittsburgh	* (Military Addresses: enter APO, DPO, or FPO)
State/Province:	Pennsylvania ▾	*
Post/Zip Code:	15XXX	*
Country:	United States ▾	*
Telephone:	555-555-5555	*
Email Address:	TEST@pitt.edu	*

Document Tracker™ Preferences

eMail Notification?   ○ NO ● YES

SMS Text Message Notification?   ● NO ○ YES   NOTE: Standard text messaging fees from your phone carrier may apply.

Submit

5. You will be logged in to the service.

Place an Order

To place an order for a transcript:

1. Click **Order Now!**

Request that your official transcript be 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:
- Enrollment verifications to be delivered to any valid email address via secure, certified PDF
- 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 link of the item you wish to order.

   Note: You can choose from four different options.

University Documents

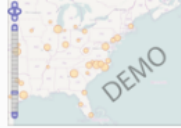Please select the document type that is appropriate for you and your intended recipient.

	eTranscript Order a secure, certified PDF of your transcript. The certified PDF of your transcript contains a digital signature and other security features; therefore, it must be opened with Adobe Reader...	$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 may choose one of the following delivery options...	$6.00
	Enrollment Verification - Electronic To maintain the academic integrity of the enrollment verification as well as the student, if this enrollment verification is printed, it will read VOID-VOID-VOID as a background image. Orders are...	$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 enrollment verification. Orders are generally...	$3.50

3. Provide all of the Order Details, then either choose **Add Another Item** or **Continue.** Be sure to fill out the ***Required** fields. You may also upload any attachments you feel necessary.

4. You will now be taken to your Shopping Cart. Here you can **Update Shopping Cart, Continue,** or **Checkout.** You may also **Remove** the item as well.

5. Next, you will be asked to provide your consent, if you have ordered before, you will be notified that your consent is already on record so just click **Next.** If you have never given consent, read over the Family Educational Rights & Privacy Act of 1974 (FERPA) message, then click the **I ACCEPT** checkbox and then **Next.**

Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Educations website for further information regarding FERPA

☐ I ACCEPT

Next

6. Provide your payment method as well as the appropriate billing address then click **Next**.

7. Finally, review your order and if everything is correct, click **Confirm.**

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	$5.00	$5.00
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - Test			
Email Address - ▮▮▮▮@pitt.edu			
Document Date - 06/23/2016 13:09:54			
		Sub-Total:	$5.00
		Total:	$5.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back   Confirm

8. You will receive an onscreen confirmation for your order and an email receipt. To place another order, start the same process over. If you are finished ordering, click **Log Off.**

Date Ordered: Thursday 23 June, 2016
Confirmation for Order No: XXXXX

Test Student,

Thank you for ordering your document through the University of Pittsburgh document ordering service!

Document #: XXXX	1 x eTranscript ($5.00 each)	$5.00
	Delivery Mode - Electronic	
	Processing Time - Now	
	Recipient Name - Test	
	Email Address - test@pitt.edu	
	Document Date - 06/23/2016 6:54:08	

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**