

Ordering Transcripts Online

How to access the transcript order portal, securely update personal information, and submit an official transcript order.

Before You Begin

If this is your first semester at UNT, please be sure to submit your order as "Hold until grades have been posted for the current term" to prevent a blank transcript from being sent.

*If you are a federation or IELI (Intensive English Language Institute) student, you **will not** be able to receive an official UNT transcript.*

If you do not have a myUNT login, you can still place a transcript request here: <https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO003594>. Because we will not be able to authenticate who you are via a UNT login, you will be required to send in a signature authorization form before your order can be processed.

How to Access the Transcript Portal

1. Login to myUNT with your EUID and password.
2. In the **Student Center**, navigate to the [Academic Records](#) tab.
3. Click on [Official Transcript Request](#) which will redirect to the **Transcript Ordering Overview** page.

The screenshot displays the myUNT Student Center interface. At the top, the UNT University of North Texas logo is on the left, and navigation links for Email, Blackboard, Catalogs, People & Departments, Calendars, and Maps are on the right. Below the logo, there are tabs for 'Student' and 'Human Resources'. The left sidebar contains a navigation menu with the following items: Student Center (highlighted in blue), Email (green), Message Center (orange), My Classes (with a right arrow), Enrollment (with a right arrow), Financial Aid, Finances (with a right arrow), Academic Records (with a right arrow), My Academics, Degree Audit, Unofficial Transcript, Transfer Credit Report, and Official Transcript Request (highlighted with a red border). The main content area shows three status cards: 'Class Schedule' with a calendar icon and a refresh button, displaying 'No Class Schedule Exists'; 'To Do Items' with a checklist icon and a refresh button, displaying 'No To Do Items'; and 'Charges Due' with a document icon and a refresh button, displaying 'No Charges Due'. At the bottom, there is an 'Eagle Alert' section with a signal icon and the text: 'Sending important information to keep you safe. Update your information.'

How to Order Official Transcripts

1. On the **Transcript Ordering Overview** page, click **Start My Order** on the top right portion of the screen.

UNIVERSITY OF NORTH TEXAS™ University of North Texas Denton, TX Transcript Order Services by: Credentials Solutions

Overview Student Information Contact Information Order Options Recipient(s) Order Review Purchase Finish

Transcript Ordering Overview Start My Order

DO NOT USE BROWSER BACK OR FORWARD BUTTONS
PLEASE NOTE: YOUR SESSION WILL TIME-OUT AFTER 180 MINUTES OF NO ACTIVITY

All financial and administrative obligations to the university must be met before an official UNT transcript can be processed.

Click on a tab to display specific "Help" topics:

Ordering Overview	Payment Methods	Authorizing Your Order	Pricing Schedule	E-Transcript Information	TranscriptsPlus™ FAQs
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Ordering Overview

2. The **Student Information** page pre-populates personal information from your myUNT account. Please complete any missing fields or make changes as needed for the official transcript order. If any of the information is incorrect and you would like to change it permanently, you can notify the Registrar's Office to update your school records by check marking the box at the bottom of the page or by updating the information in your myUNT student portal anytime. If you would like to change the name used in your student record, you must initiate a separate process. For more information: <http://registrar.unt.edu/transcripts-and-records/update-your-personal-information>

Please complete any missing fields below. If any of the pre-populated information is incorrect, please make changes through the student portal or at the Registrar's Office in Student Records.

Student ID :	<input type="text"/>	
First Name :	<input type="text"/>	Enter names
Middle Name :	<input type="text"/>	as they exist
Last Name :	<input type="text"/>	in the school records
Suffix :	<input type="text"/>	
Other Last Names :	<input type="text"/>	
Birth Date :	<input type="text"/>	MMDDYYYY
Current Address :	<input type="text"/>	
	<input type="text"/>	
City :	<input type="text"/>	State : <input type="text"/>
ZIP Code :	<input type="text"/>	<input type="button" value="City/State/Zip Help"/>
Country :	<input type="text"/>	<input type="button" value="Change Country"/>
<input type="checkbox"/> Please update school records to reflect this address		

3. Click [Next](#) when you have completed the page. At this point, you can select [Previous](#) on this page or the following pages at any time.
4. For updated communications about your order, fill out the fields on the **Your Contact Information** page. When you are finished, click [Next](#).
5. On the **Basic Order Information** page, the service option has already been selected as delivery to a chosen recipient.
 - a. Carefully read through each box and their respective options so we can accurately process your order. It is required to fill out when you would like your transcript(s) released, the primary reason for ordering, the years you have attended UNT, and whether you would like to add the TSI/Core addendum or not.
 - b. **Note:** If this is your first semester to be enrolled at UNT, you will not yet have an official transcript and will need to indicate to hold your request for grade posting. Your request will then be processed after grades are official for the current term.
 - c. When you have completed the **Basic Order Information** page, click [Next](#) to continue.
6. Next, you will be prompted to select a recipient type. Click [Next](#) to continue.
7. On the following **Transcript Recipient 1** page, you must fill out each field marked with an * to have the order successfully processed.

8. When selecting to have the official transcript(s) printed, you have three options for the delivery method: PDF Transcript sent electronically, or 1st Class Mail or Domestic Federal Express. For the transcript to be sent electronically, you must include a recipient email address. Click [Next](#) to continue after you have selected your choice.

Delivery Method for Recipient 1

Please choose a method for delivery of your transcript:

- [PDF Transcript Downloaded by Third-Party Recipient](#) [Tell Me More](#)

Note: PDF transcripts viewed electronically are recognized as official documents. A printed copy of a PDF Transcript will be considered "unofficial" and will display the words "PRINTED COPY" on all pages of the PDF.

Recipient Email address:

Re-Enter Recipient Email address:

DISCLAIMER: We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download.

You assume all responsibility for:

- 1. Ensuring that the recipient is willing to accept this transcript in a PDF format.**
- 2. Providing the correct email address for the recipient**
- 3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given)**
- 4. Delays on the part of the recipient in fulfilling his/her responsibilities**

- [Printed Transcript Mailed to Recipient](#)

- [1st Class Mail](#)

Included in basic charge

- [Domestic Federal Express to main 48 states](#)

\$18.00 for each destination

** Next Business Day Air

Street Address REQUIRED (No PO Boxes)

May take 2 days for remote locations within Continental USA

ATTENTION: A signature is required at time of delivery for all Federal Express orders. Packages will not be left on a doorstep. After multiple attempts to deliver have been made, your transcript package will be returned to University of North Texas. Please note that the Federal Express fee will not be refunded if the package is returned and then sent via 1st Class Mail because a signature could not be obtained.

Please be aware that some locations require 2 days for Federal Express delivery. University of North Texas DOES NOT OFFER Federal Express Saturday, Sunday or Holiday delivery.

[Cancel This Recipient](#)

[Next](#)

9. You can now add another recipient, update the information for the recipient you have already selected, or remove the recipient. Click [Next](#) to continue.

Note: Each official transcript you order will cost \$10. Each additional recipient to the order will be another \$10 charge.

10. You can review your order information on the **Order Summary** page. At that time, you can edit any of the information you had filled out on the previous pages. At the bottom of the page will be a **summary of charges** for your order. You will be prompted to fill out credit card information on the following page.

Edit Your Recipient(s)		Recipient Type/ Delivery Method
1 Transcript(s) to:	WILLIAM ANDERSON 1000 UNIVERSITY BLVD DENTON, TX 76208-0000 F000000000	Myself Printed 1st Class Mail

Summary of Charges for Your Order	
School Transcript Charges:	\$10.00
Handling Charges:	\$.00

Total Charge for This Transcript Order:	\$10.00

Cancel Order

Continue

11. If you decide to cancel the order when you have reached the **Order Summary** page, you will be directed to this screen and must close out and begin the process again from your myUNT portal.



University of North Texas
Denton, TX

Transcript Order Services by:



Overview	Student Information	Contact Information	Order Options	Recipient(s)	Order Review	Purchase	Finish
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Cancel My Order

Your order has been canceled

[FAQs](#) | [Privacy Policy](#) | [Customer Service](#) | SessIP=129.120.246.12

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Northfield, IL 60093
Customer Service: (847) 716-3005

12. Click **Next** to continue to the **Payment Card Information** page. Fill out the appropriate fields and make any changes to the pre-populated billing address information.

Note: Click **Refund Policy** for a detailed explanation of Credentials Inc. handles refunds.



Payment Card Information

Please enter your credit card information:

Card Type :	<input type="text" value="Visa"/> <input type="button" value="Refund Policy"/> Important!!
Card Number :	<input type="text"/>
Exp. Month :	<input type="text" value="MM"/> <input type="text" value="YY"/>
Security Code :	<input type="text"/> <input type="button" value="What is this?"/>
Please make sure that the name and billing address shown below are correct for this credit/debit card. If you have questions or problems, please call Credentials Customer Service at 1-847-716-3005.	
Name on Card :	<input type="text"/>
Street Address :	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text"/>
ZIP Code :	<input type="text"/> <input type="button" value="City/State/Zip Help"/>
Country :	<input type="text" value="UNITED STATES"/> <input type="button" value="Change Country"/>

13. To confirm the payment for your transcript(s) order, you must select "I Agree" at the bottom of the page before clicking **Submit My Order**.

Note: You will not be charged for your transcript order until your transcript has been posted. If you had selected the option to have your transcript held for grades or degree(s), you will not be charged at the initial order stage.

14. You should see this page after completing the official transcript online ordering process:

Order Accepted for Processing

Your transcript order has been accepted.
Your Order Number is **6AU722740**.
Please retain this number in case you need to contact us about your order.

Because you were authenticated by University of North Texas, your transcript order is authorized for release.
We will email you a notification when your order has been completed.

Thank you for using TranscriptsPlus® to place your order with University of North Texas. You may check the status of your Transcript Order at any time by going to <http://www.transcriptsplus.net/order> and clicking on Check the Status of My Transcript Order. Please make sure that your email (and cell phone messaging service if you opted for our text message option) is set to allow mail from MYSUPPORT@CREDENTIALSSOLUTIONS.COM.

Please select a next action by clicking one of the buttons below:

Finish/Close Window

Order Another

15. From here, you may make another transcript order or close the window. You have successfully completed your official transcript online order. You will receive communications to the email address you provided on the **Your Contact Information** page including information on how to view your order status:



University of North Texas
Denton, TX



Order Status

Order Status for Order Number 6A3791979

Order Summary

Transcript Recipients

Communication History

Resend My Receipt

Cancel My Order

Contact Us

Log Out

Date/Time: Ordered on 01/26/2016 at 10:58 AM (CDT/CST)

Current Status: Waiting for approval of the transcript order

Disclaimers

- **If you ordered an electronic transcript, forwarding the PDF transcript will make the transcript unofficial.**
- The transcript order form will not stop you from ordering a transcript if you have a hold on your account that would prevent ordering an official transcript. The order will be processed and you will be notified if there is a problem with your order in the communication method you selected when filling out the order form. The transcript order will be held until the holds are removed for up to 30 days. The order will not be charged until the transcript has been processed.
- Recipient(s) for electronic transcript orders must have an access code in order to view the PDF copy of your transcript. The recipient(s) will then have two days to download the PDF. When the PDF version of the transcript is viewed by the recipient(s), you will receive an email to the email address provided with this notification and who viewed it.