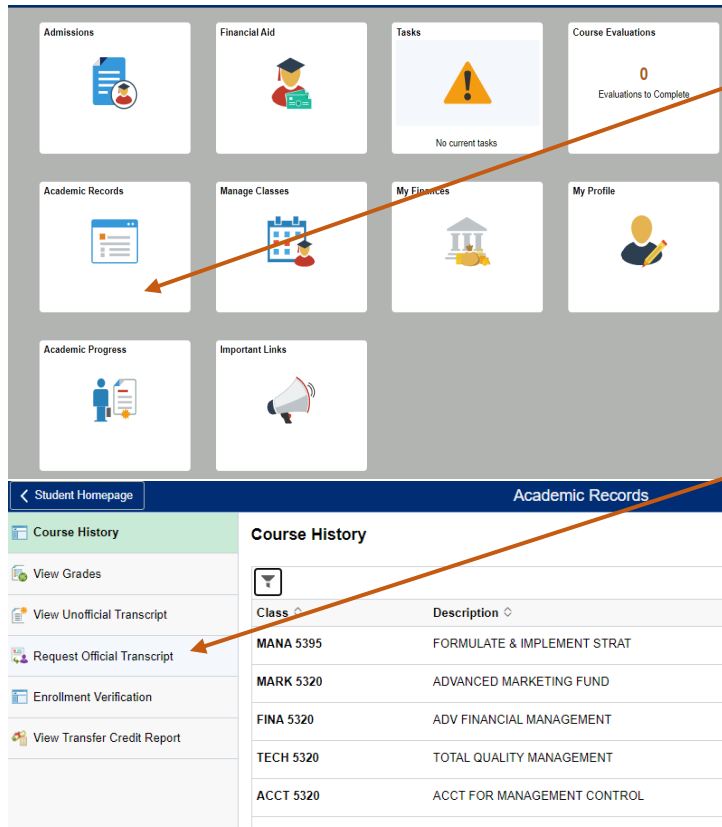
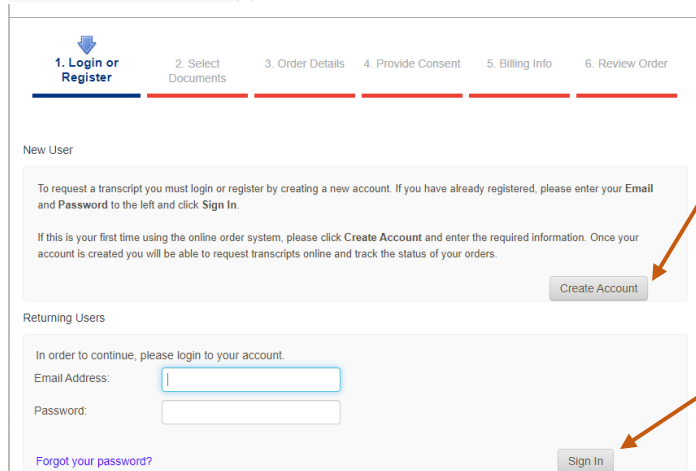


Requesting Official Transcript



- When in your MyUTTyler Student Homepage, select the Academic Records tile.
- Alternatively, from uttyler.edu/enroll, select the Transcript tile. This will open the Transcript webpage with a link to the order portal.

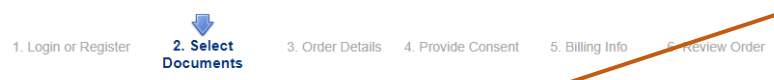
Select “Request Official Transcript” from the left-hand menu.



The screenshot shows the UT Tyler Parchment Portal. At the top is a progress bar with six steps: 1. Login or Register (active), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Billing Info, and 6. Review Order. Below the progress bar, there are two sections: 'New User' and 'Returning Users'. The 'New User' section contains instructions for creating a new account and a 'Create Account' button. The 'Returning Users' section contains instructions for logging in and fields for 'Email Address' and 'Password', with a 'Sign In' button. A link for 'Forgot your password?' is also present.

You are now on the UT Tyler Parchment Portal. Select “Create Account” to set up your login information or if you already have an account select “Login”

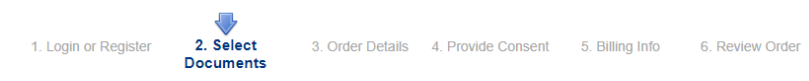
Under “Create Account” you will need to enter your current name and address as well as your name while in attendance, date of birth, and dates of attendance. If you do not remember the correct dates, please include an estimate of the timeframe. The student ID field is not required.






Where would you like your document(s) sent?

[Or Send to Yourself, Another Individual, or Third Party](#)

Type in the school you are wanting to send your transcript to in the search box and hit “Search”. Select your school from the resulting search options.



Select Product Type

	eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...	\$10.00
	Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please note: Soon to be...	\$12.00
	Paper Transcript - Pickup Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please note: Soon to be...	\$12.00

You can select to send your transcript from three options:

etranscript – a secure pdf will be emailed with a passcode to the recipient.

A paper copy of your transcript will be mailed to the recipient

A paper copy will be printed and held for pickup in person at the One-Stop.

Order Options

Delivery Mode

Processing Time

Recipient Name*

* Required

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional) No file chosen
Upload supporting document

Purpose for Request *

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them 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 Parchment (parchment.com).

Address

Mailing Name: *
(Institution, Building, Person, etc.)

Mailing Country: *

Mailing Address 1: *
(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

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

Mailing State: *

Mailing Postal Code: *

Phone Number: *

Continue

If you select eTranscript you will need to enter the name and email address of your recipient. Also select the purpose of your request.

- You can add an attachment to your order via digital upload.
- You have the option to add an additional item to your order which will return you to the recipient selection page.

If you do not need to add another item, select "Continue"



Valid address: This address has been validated. Please continue.



Order Options

Processing Time ?

Now

Mailing Method

Select One

Attachment (Optional)

Choose File

No file chosen

Upload supporting document

Purpose for Request *

--

Add Another Item

Continue

If you select to send via Mail you will be asked for the recipients mailing information. Once you have added all the mailing information select "Continue".

The address will go through verification and once verified your shipping options will appear.

In the Mailing Methods drop down box you can select to send via standard mail or FedEx Delivery. FedEx will be the express option.

You also have the option to upload an attachment to the order here.

- Select the purpose for request and then select continue to move forward.

Mailing Method

Select One

Select One



Standard (USPS) \$2.50

Fed Ex Delivery: Domestic \$30.00

Attachment (Optional)

Your Shopping Cart Contents

Total Items: 2 Amount: \$24.50

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$10.00	\$10.00	Remove
Delivery Mode - Electronic Processing Time - Now Recipient Name - [REDACTED] Email Address - [REDACTED] Document Date - 04/23/2021 7:35:59				
1	 Paper Transcript - Mailed	\$12.00	\$12.00	Remove
Processing Time - Now Mailing Method - Standard (USPS) Document Date - 04/23/2021 9:47:28 Ship To: [REDACTED] Tyler, Texas 75703-2731 United States [REDACTED]				
			Sub-Total: \$24.50	
Continue Shopping Checkout				

You now have the option to review your order. You can remove something from your order by selecting "Remove".

You can continue shopping to add additional items.

You can move forward using the checkout option.

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 student's 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 represent that you are the student requesting to release your own educational records, and you 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 Education's website](#) for further information regarding FERPA

☐ I ACCEPT

[Next](#)

The next screen is the FERPA Privacy release. You will need to read over the release and check the "I Accept" option at the bottom of the page.

Select "Next" in the bottom right corner.

- The Next page will display billing information. You will need to insert your payment information for your credit card and select "next".

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$10.00	\$10.00
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - [REDACTED]			
Email Address - [REDACTED]			
Document Date - 04/23/2021 7:35:59			
Purpose For Request - I prefer not to answer			
Paper Transcript - Mailed	1	\$12.00	\$12.00
Processing Time - Now			
Mailing Method - Standard (USPS)			
Document Date - 04/23/2021 9:47:28			
Purpose For Request - I prefer not to answer			
Ship To: [REDACTED] Tyler, Texas 75703-2731 United States [REDACTED]			
Sub-Total:			\$24.50
Total:			\$24.50

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](#)

The last page will be your order review. Make sure to review all charges, the recipient information, and the mailing information.

If you need to make a correction, select the "Back" option.

When you are ready to place your order select "Confirm".

You will receive an email confirmation when your order is placed and when it is delivered.