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.
- 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.
• 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.

• If your school is not listed or you want to send to yourself, an individual, or a third party, click on the blue link under the search box.

• You can select to send your transcript from three options:
  o eTranscript – a secure pdf will be emailed with a passcode to the recipient.
  o A paper copy of your transcript will be mailed to the recipient
  o A paper copy will be printed and held for pickup in person at the One-Stop.

• 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”
• 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.
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.

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”.
• 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.