New Electronic Transcript Service
The Office of the Registrar has partnered with eScrip-Safe, Inc., to provide a secure “Transcript on Demand” service for students. This service allows students to request transcripts online, track the request and delivery, and opt to have the transcripts delivered electronically. Students may continue to request transcripts be mailed; however, for those enrolled after spring 1996, electronically delivered transcripts are a much more efficient and faster method of delivery.

Transcripts delivered electronically are certified and available for retrieval as a certified PDF to the authenticated recipient. Transcripts are never delivered by email. Instead, transcripts are delivered in an encrypted format to a secure server. As part of the ordering process, the student is first authenticated and then provides an email address for the intended recipient. The recipient will receive the email notification and retrieve the transcript from a specific secure URL named in the email notification.

Creating a faster and efficient transcript request process, improving communication and tracking of transcript request and delivery, and expediting transcripts through an electronic delivery service are benefits of using the eScrip-Safe Transcript on Demand service. The charge for each transcript requested is $5.

Students who are currently enrolled or have been enrolled after spring 1996 can request transcripts using the Scrip-Safe Transcript on Demand service through Banner Web. If you do not remember or have an 870# (login) and password to Banner Web, please utilize the retrieval mechanisms available on the login page. It takes just a few moments to retrieve your id number and set-up a password.

How Do I Request An Electronic Transcript?

- Log into Banner Web.
- Click on "Student and Financial Aid Menu."
- Click on "Student Records."
- Click on "Request Printed/Official Transcript."
- If you are sending to an college/university, you can click on Lookup College Code and select the school you would like the transcript sent to. OR- If your transcript is going to a specific person at a college/university or it is going to another person or organization; simply enter the recipient in the Issue To: field and click Continue.
- In order to utilize the eScrip service, you must select eScript Electronic Transcript from the drop-down menu. If you do not select it, your request will default to our Web Official service. Web Official transcripts are mailed at no charge.
- If you selected a college code on the previous screen, the address area should be filled in. Review the address to make sure it is correct. If it is not correct, make any necessary changes. At this point, you do not need to enter an email address as the transcript will be sent to the school’s general account for transcripts.
- If you are sending to a specific person, you will need to enter the email address for the person or organization. Please make sure the email address you have entered is correct. If the transcript is sent to the wrong email address, you will have to request another transcript and pay the fee again. Click Continue.
- Click Continue again. You will then be asked to review your request to ensure that it is going to the correct location or person. If everything is ok, click Submit.
- After Submitting, you will need to click to next option that will take you to the fee payment portal (Online Student Account Center). Each eScript transcript is $5.00. You must pay the fee before we can release the transcript. Your request will be held for 24 hours. After 24 hours, your request will be deleted if payment has not been received.
- You will use the same login information to access the fee payment screen (your 870# and password).
- Once your payment has been received, your request will be ready to process.