



Office of the Registrar

# Order Official Transcript

How to order an official transcript

### Safari®

Take the following steps to disable pop-up blockers:

- Click the Safari menu.
- Select Preferences from the drop-down.
- Click Websites.
- Click Pop-up Windows located on the left side.
- Click the drop-down next to Lexis Advance and select Allow.
- Close and reopen Safari.

iPhone or iPad iOS

- Open the Settings app in iOS and go to Safari.
- Under the General Safari settings, toggle the switch next to "Block Pop-ups" to the OFF position to disable the popup blocker.

### Firefox®

Take the following steps to disable pop-up blockers:

- Click the Open menu button (three bars) in the upper-right corner.
- Click Options or Preferences.
- Select Privacy & Security on the left.
- Uncheck Block pop-up windows to disable the pop-up blocker.
- Close and relaunch Firefox.

### Chrome®

Take the following steps to disable pop-up blockers:

- Click the Chrome menu button.

Note: The button is on the upper-right of the browser and is indicated by three dots.

- Select Settings.

At the bottom of the page, click Advanced.

Note: If Advanced is already selected, additional options will be available below it.

Under Privacy and security, click Site settings.

- Click Popups-ups and redirects.
- Click Blocked (recommended).

Note: After the popup blocker is disabled, the option will show as enabled and display Allowed.

### Internet Explorer®

Take the following steps to disable pop-up blockers:

- Click Tools or the gear icon.
- Click Internet options.
- Click the Privacy tab.
- Uncheck Turn on Pop-up Blocker.
- Click OK.

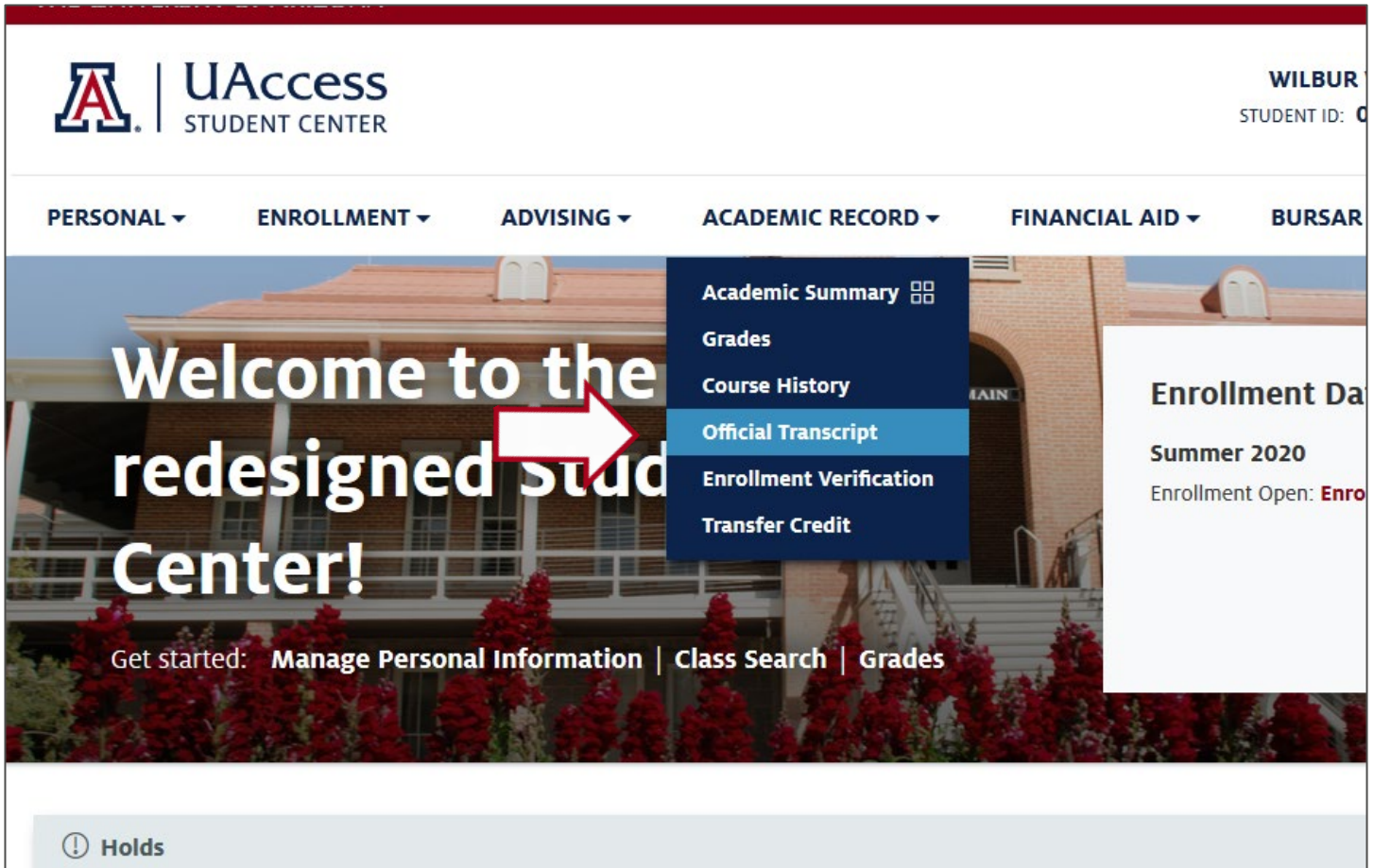


Use instructions above to disable pop-up blocker from your favorite internet browser.

- Instructions provided by <http://lexisnexis.custhelp.com>

## Step 2

## Order Official Transcript



The screenshot shows the UAccess Student Center interface. At the top left is the logo for UAccess Student Center. On the top right, the user's name 'WILBUR' and 'STUDENT ID: C' are visible. A navigation bar contains several menu items: PERSONAL, ENROLLMENT, ADVISING, ACADEMIC RECORD, FINANCIAL AID, and BURSAR. The 'ACADEMIC RECORD' menu is open, displaying a list of options: Academic Summary, Grades, Course History, Official Transcript (highlighted in blue), Enrollment Verification, and Transfer Credit. A red arrow points to the 'Official Transcript' option. Below the navigation bar, a large banner features the text 'Welcome to the redesigned Student Center!' and 'Get started: Manage Personal Information | Class Search | Grades'. On the right side of the banner, there is a white box with the text 'Enrollment Date: Summer 2020' and 'Enrollment Open: Enro'. At the bottom left of the page, there is a 'Holds' notification icon.



Navigate to the **Academic Record** menu

Click **Official Transcript**

## Official Transcript

Online official transcript requests are processed by a service called Credentials, Inc., TranscriptsPlus. You may place orders for academic transcripts from anywhere at any time through Credentials, Inc. They provide email or fax communication to you for each step of the order process. Processing time for this service is up to five business days. Transcripts are \$10. Visa, Master Card, American Express, and Discover are accepted.

Before proceeding:

- Make sure all financial holds are removed from your account; transcripts will not be produced if you have a hold.
- If you are requesting a transcript for a recently completed semester:
  - Verify that ALL of your grades have been posted.
  - Final grades for a term are available on your transcript approximately one week after the last day of classes. Transcripts ordered before that time will not reflect any activity for that term.
  - Verify that your degree has been posted if this is your final semester.

For information regarding other ordering methods and unofficial transcripts, visit <http://www.registrar.arizona.edu/transcripts/>.

To request an online transcript, click the "Order Transcripts Online" link below and enter your personal information as requested.



**Order Online Transcript**

**Transcript Order Status**



Click **Order Online Transcript** to begin an order.

- You will be directed to Credentials Solutions to complete your online order.

Click **Transcript Order Status** to view the status of a previously placed order



Office of the Registrar

**We hope you found  
this tutorial helpful!**

If you need additional support,  
please contact us at:

reghelp@arizona.edu

(520) 621-3113

For more information, visit our website:

***<https://www.registrar.arizona.edu>***