Instructions for ordering an official transcript through UAOnline

Step 1:

Go to UAOnline at https://uaonline.alaska.edu/ using Firefox or Chrome. Do not use Internet Explorer.

Login using your UA username and password.

Need help with login? Click the Log in with UA Password button and then click the UAA link (see below). If you are unable to find your username and/or set your password, please call Information Technology Services at 907-786-4646.

Attaching additional documents to an electronic transcript request is not available at this time.
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Step 2:

At the welcome menu, click on ‘Student Services & Account Information.’

Step 3:

Before ordering a transcript, check your unofficial transcript in UAOnline to ensure all information is posted. We do not hold requests for pending grades and/or degree(s).

To view your unofficial transcript in UAOnline, click ‘Student Services & Account Information,’ then ‘Student Records’ and finally, ‘Academic Transcript.’

Once you have checked your unofficial transcript, select ‘Student Services & Account Information’ from the main menu, and then ‘Official Transcript Request Service.’

Step 4:

Click ‘Log on to the Parchment Exchange secure transcript ordering service’ to begin the ordering process.

Revised 2/4/15
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Step 5:
Before ordering a transcript, check your unofficial transcript at UAOnline to ensure all information is posted. We do not hold requests for pending grades and/or degree(s).

A transcript request submitted through this system will prompt a transcript to be sent from each campus that you’ve attended. There is no need to place separate orders. If you order an electronic transcript, the PDF document will include transcripts from all institutions you have attended. Please note: Paper transcripts will arrive in separate envelopes.

Click ‘Order now!’

Or

Click ‘Transcript Order Page’ to view all transcript ordering options

Both options will direct you to the next screen.

Step 6:

Click here for a full listing: Transcript Order Page

Please select the document type that is appropriate for you and your intended recipient.

Before ordering an electronic transcript, please confirm the recipient’s ability to receive and view an electronic copy of your transcript. You will also want to be sure the recipient accepts electronic transcripts (i.e. does not require a paper transcript).

PLEASE NOTE: When you order a copy of your official transcript online (electronic and paper), the recipient will automatically receive a copy from each campus through which you have completed a course (UAA, UAS and/or UAF). You do not need to submit individual requests for each campus.

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Step 7:

Product Description

Order an official University of Alaska transcript in a secure certified PDF format. Please confirm that the recipient can receive an electronic transcript before ordering. To avoid potential problems with spam filters, please instruct the recipient(s) to allow emails from Parchment (parchment.com).

Notes:
- All coursework taken at any University of Alaska campus will appear on your transcript.
- Transcripts cannot be processed if there is a hold on your account. If you believe you have a hold, contact the Registrar’s Office prior to placing your order.
- Pro-1082 Coursework: If you completed any coursework prior to 1982, we cannot generate an electronic transcript. Please order a paper transcript.
- What does primary campus mean below? Select the campus at which you’ve completed a majority of your coursework and/or earned your most recent degree.

Step 8:

Order Options

After reading the product description and notes, scroll down and carefully enter the requested information.

You must select one of the two ‘Transcript Tracker’ options before you can proceed (electronic transcript requests only).

Be sure to enter email or mailing addresses correctly. Your transcript will be emailed/mailed to the exact address you provide.

Once complete, click ‘Continue.’
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Step 9:

Review your order information for accuracy. Then, click ‘Checkout.’

You will be prompted to confirm the destination, your billing address and enter your payment information before confirming your order.

Be sure to click ‘Confirm’ at the very end to submit your order for processing.

If you have any questions about your transcript request, please email records@uaa.alaska.edu or call a Student Information Advisor at 907-786-1480.

Thank you for ordering your transcript online!