Instructions for ordering an official transcript through UAOnline

If you plan to order a paper copy of your transcript through the Office of the Registrar and you have additional documents that need to be mailed with the transcript, please email the documents to uaa.records@alaska.edu with your transcript request. If you send the documents after submitting your request, we may process the order and mail your transcript before we receive the additional documents.

To attach multiple documents to an electronic transcript, consolidate all documents to a single PDF file before uploading to your Parchment order.

Step 1:

Go to UAOnline at https://www.alaska.edu/uaonline/ using Firefox or Chrome. Do not use Internet Explorer. Login using your UA username and password.

![Login to UAOnline]

Need help logging in to UAOnline?

Click Login to UAOnline and then click Help with UA Username or Password (see arrow below). If you are unable to find your username and/or set your password, please call Information Technology Services at 907-786-4646.
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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 grades and degrees earned are 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 for all grades and degrees earned, go back to ‘Student Services & Account Information’ and select ‘Official Transcript Request Service.’
Step 4:

Click ‘Order my transcript’ to begin the ordering process.

Step 5:

You may use the SEARCH feature or select the ‘Send to Yourself, another individual, or third party’ link.

Step 6a (using SEARCH):

When using the SEARCH box, you can enter the name of the university or organization you want to receive your transcript. You will have an opportunity to confirm your choice from a list of In-Network organizations by clicking the green SELECT button to the right of the entry.
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If you do not see your desired recipient on the list of organizations, skip down to Step 6b.

Step 7a (using SEARCH):

Parchment Exchange will automatically input the preferred format, delivery method, and address for In-Network Recipients.

Read through the Product Description and Notes. Confirm the Destination information. Then, select your Primary Campus and Purpose for Request in the Ordering Options section. You can add one document to be attached with your transcript at this time using the optional Attachment button.

Select Continue in the bottom right corner of the screen.

Step 6b (for recipients that are not listed in the Parchment Exchange Network):

Select Product Type by clicking on eTranscript or Paper Transcript – Mailed.
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**Step 7b** (for recipients that are not listed in the Parchment Exchange Network):

Read through the **Product Description** and **Notes**.

**Select your Primary Campus**, confirm your **Delivery Mode**, enter the **Recipient Name** and **Recipient Address** (email or mailing), and select your **Purpose for Request** in the **Ordering Options** section.

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

You can add one document to be attached with your transcript at this time using the optional Attachment button.

**Select Continue** in the bottom right corner of the screen.

**Step 8:**

Review your order information for accuracy. Then, click ‘**Checkout**.’
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Step 9:
You will be prompted to provide consent by clicking the **Next** button in the bottom right corner.

Step 10:
**Confirm** your billing address and payment information. Update your billing address, if necessary, by clicking on the Change Billing Address button.

Step 11:
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 uaa.records@alaska.edu or call 907-786-1480 (option 5).

**Thank you for ordering your transcript online!**