

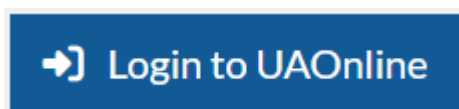
If you plan to order a paper copy of your transcript through the Office of the Registrar and you have additional documents that need to be mailed with the transcript, please email the documents to [uaa.records@uaa.alaska.edu](mailto:uaa.records@uaa.alaska.edu) *before* submitting your transcript request. 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 or Safari.** Login using your UA username and password.



### Need help logging in to UAOnline?

Select **Login to UAOnline** and then click **Help with UA Username or Password**.

If you are unable to find your username and/or set your password, please call Information Technology Services at 907-786-4646.



Banner production cloud instance BANP

Sign in with your UA Credentials

  
  
 Do not remember me on this computer. Check this option if this computer is shared.  
  
[Help with UA Username or Password](#)

## STEP 2:


At the welcome menu, select the **Student Services & Account Information** tab.

Student Services & Account Information

## STEP 3:

### Student Services & Account Information

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 UA students are assigned a university email account which is used to communicate with account to the email account you check regularly. You are also responsible to act upon

Your UAOnline session will time out after 10 minutes of inactivity to protect your personal

#### Important Dates and Deadlines

Links to campus dates and deadlines

#### Admission

Apply for admission

Review existing applications, their status, and the status of supporting requirements

#### Registration

Check your registration eligibility

Class Search

Add/drop/withdraw classes

Change class options

View your semester schedule

#### DegreeWorks and Electronic Degree Audit

See what you need to graduate

Try a "what if" scenario to consider progress to other degrees

Run degree audit

See checklist of your accomplishments

#### Official Transcript Request Service

#### Student Records

Apply to Graduate (Anchorage, Mat-Su, Kenai, PWS, and Kodiak students only)

Academic transcript (unofficial)

Grades

Holds

View Test Scores

Transfer Credit Equivalency Report - How your courses transferred to your UA institution

**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, select **'Student Services & Account Information,'** then **'Student Records'** and finally, **'Academic Transcript.'**

Once you have checked your unofficial transcript for all grades and degrees earned, select **'Student Services & Account Information'** and select **'Official Transcript Request Service.'**

**STEP 4:**

Select **Order My Transcript** to begin the ordering process.

Transcript Delivery Costs

**\$12 Official Electronic Transcript**  
the fastest delivery

Processed and delivered by the next business day. University of Alaska official transcript delivered by email in a secure electronic PDF.

**\$15 Official Paper Transcript**  
+ shipping

Official University of Alaska paper transcript processed the next business day and sent by carrier of the student's choice (USPS or FedEx).

Transcript Ordering Service

Order My Transcript

You will be redirected to an external web site.

You Are Being Redirected

The previous page you were on is redirecting you to Parchment.com. If this does not automatically redirect within a few seconds please [click here](#) to continue.

You will be redirected to an external web site, Parchment.

**STEP 5:**

When you arrive at Parchment for the first time, you will need to update your account information. Select **Submit**.



Update Account Information

\* Email

\* First name

\* Last name

Submit



## STEP 6:

Here you will see a welcome message from Parchment and your email address populated from the previous screen. Select **Continue**.

Learner Account

University Of Alaska  
PO Box 141629, Anchorage, AK, 99514-1629, US

A MESSAGE FROM UNIVERSITY OF ALASKA  
Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

START HERE - ENTER YOUR EMAIL ADDRESS

Continue

\* All items marked with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

## STEP 7:

You will need to enter your personal information to set up your new learner account. Everything with a red asterisk is required. After entering your address you may see an orange pop up requiring verification your address is in a format the USPS recognizes.

When all fields are completed, select **Create Account & Continue**.

New Learner Account

University Of Alaska  
PO Box 141629, Anchorage, AK, 99514-1629, US

ENTER YOUR PERSONAL INFORMATION

Middle Name

\* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

\* Cell Phone

US

\* Address 1

Address 2

\* City  State/Province  \* Postal Code

CHOOSE A PASSWORD

\* Password  \* Retype Password

CREATE ACCOUNT & CONTINUE

\* All items marked with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

## STEP 8:


There are just a few additional questions to answer.

Once complete, select **Continue** to proceed to the next step.

Enrollment Information CANCEL ✕

NAME  
DOB

Some additional information related to your enrollment is required below.

 University of Alaska Anchorage  
would like you to provide the following information:

\* Are you currently enrolled?  
 No, not currently attending

\* Your first year of attendance      \* Year you graduated or left

\* Please verify your name while attending  
 [Redacted name]       Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

**CONTINUE**


\* All items marked with a red asterisk are required.




## STEP 9:

Select **Order** to begin the ordering process. Transcripts ordered will include all coursework from the UA system.

Available Credentials CANCEL ✕

 The following credentials are available from University of Alaska. Start your order by selecting a credential listed below (you can add more later)

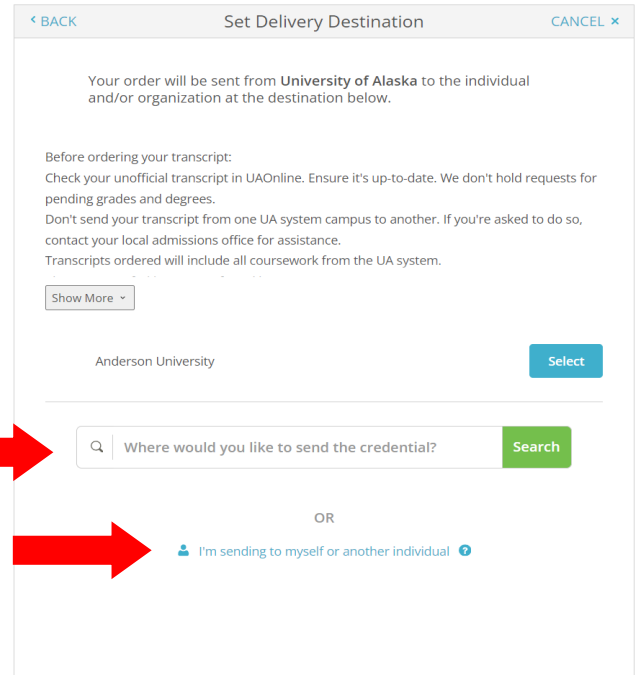
 **Official Transcript**  
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

**Order**



## STEP 10:

You may use the **SEARCH** feature or select the I'm sending to myself or another individual link.



Set Delivery Destination

Your order will be sent from University of Alaska to the individual and/or organization at the destination below.

Before ordering your transcript:  
Check your unofficial transcript in UAOnline. Ensure it's up-to-date. We don't hold requests for pending grades and degrees.  
Don't send your transcript from one UA system campus to another. If you're asked to do so, contact your local admissions office for assistance.  
Transcripts ordered will include all coursework from the UA system.

Show More ▾

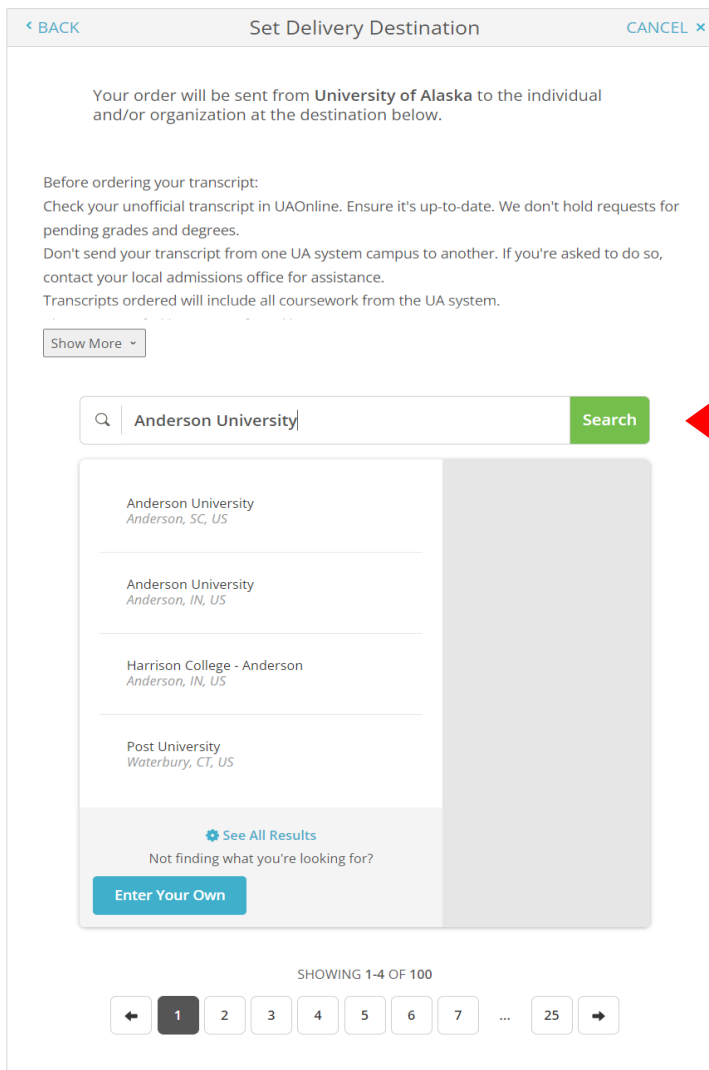
Anderson University Select

Where would you like to send the credential? Search

OR

[I'm sending to myself or another individual](#)

Red arrows point to the search box and the "I'm sending to myself or another individual" link.



Set Delivery Destination

Your order will be sent from University of Alaska to the individual and/or organization at the destination below.

Before ordering your transcript:  
Check your unofficial transcript in UAOnline. Ensure it's up-to-date. We don't hold requests for pending grades and degrees.  
Don't send your transcript from one UA system campus to another. If you're asked to do so, contact your local admissions office for assistance.  
Transcripts ordered will include all coursework from the UA system.

Show More ▾

Anderson University Search

- Anderson University  
Anderson, SC, US
- Anderson University  
Anderson, IN, US
- Harrison College - Anderson  
Anderson, IN, US
- Post University  
Waterbury, CT, US

[See All Results](#)  
Not finding what you're looking for?  
Enter Your Own

SHOWING 1-4 OF 100

1 2 3 4 5 6 7 ... 25

Red arrow points to the search box.

## STEP 10a (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 selecting the name of the organization

**STEP 10b:**

I'm sending to myself or another individual

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

I am sending this order to myself

I am sending this order to another individual

**STEP 10b:**

If you select **I am sending this order to myself**, you will see your information auto populated. Select either Electronic or Print & Mailed.

Your order will be sent from University of Alaska to the individual and/or organization at the destination below. Select a delivery method for your order



RECIPIENT INFORMATION

Continue

Your order will be sent from University of Alaska to the individual and/or organization at the destination below. Select a delivery method for your order



RECIPIENT INFORMATION

Attention

United States of America

Address 2

VALID ADDRESS: This address has been validated. Please continue.

**STEP 10b:**

If you select **I am sending this order to another individual**, select either Electronic or Print & Mailed and enter the recipient's information.



RECIPIENT INFORMATION

Continue


RECIPIENT INFORMATION

Attention  Phone

Address 1

Address 2

Item Details CANCEL x



Official Transcript  
For: [REDACTED]

FROM  
UNIVERSITY OF ALASKA  
University of Alaska  
Anchorage, AK

TO  
Anderson University

Delivery Method: Electronic

Credential Fee: \$0.00

Item Total: \$0.00

Purpose: Admission

\* Primary Campus: [REDACTED]

Would you like to add an attachment file? (optional) ? [Add An Attachment](#)

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X \_\_\_\_\_

Type full name as signed above

* First Name	Middle Name	* Last Name
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I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

**CONTINUE**

\* All items marked with a red asterisk are required to submit this form.

**STEP 11:**

Complete all required fields: Primary campus, signature, typed name and consent.

Select **Continue**

On the Order Summary page review and complete the order. Select **Continue**

Then you will be taken to a screen to enter your payment information. After completing all required fields, select **Submit Payment**.

On the Order Confirmation page you will have the option to place another order or continue to your account to review your orders.