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 *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 Foxfire or Chrome.

Do not use Internet Explorer or Safari. Login using your UA username and password.
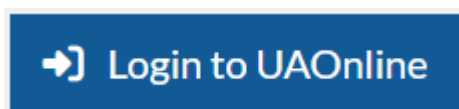
→] Login to UAOnline

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.

⊘ ellucian

Banner production cloud instance BANP

Sign in with your UA Credentials

UA Username

UA Password

☐ Do not remember me on this computer. Check this option if this computer is shared.

Sign in

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

UA students are assigned a university email account which is used to communicate wit 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 perso

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.**

parchment

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.**

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.**

STEP 8:

There are just a few additional questions to answer.

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

STEP 9:

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

STEP 10:

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

Anderson University   Select

🔍 Where would you like to send the credential?   Search

OR

👤 I'm sending to myself or another individual ❓

‹ BACK   Set Delivery Destination   CANCEL ✕

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.
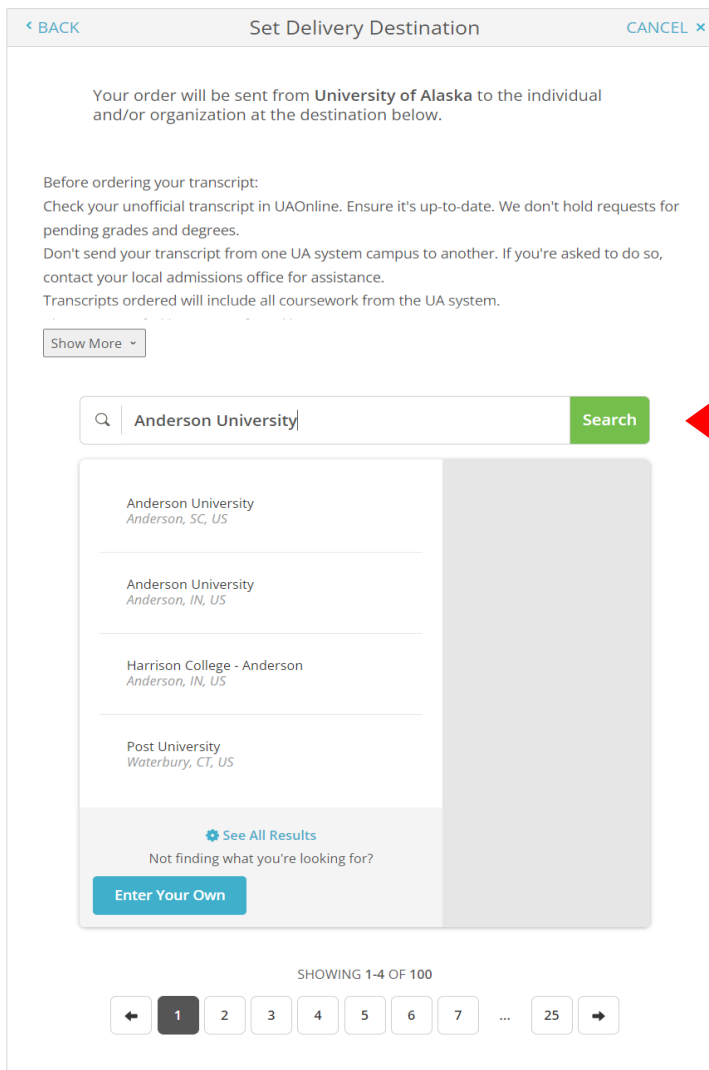
Show More ⌄

🔍 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 | →

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

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.

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.

Item Details

‹ BACK   Item Details   CANCEL ✕

TRANSCRIPT 3.2

Official Transcript

👤 For: ▮▮▮▮▮▮

FROM
University of Alaska
Anchorage, AK

TO
Anderson University

🖉 Delivery Method: **Electronic**

Credential Fee: $0.00

Item Total: * $0.00

Purpose

| Admission ▾ |

★ Primary Campus

| ▾ |

📄 Would you like to add an attachment file? (optional) ℹ️   [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 |

★ ☐ 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.