Order Transcripts in KSIS for Urgent Processing Pick-Up Delivery
Former Student Attended Fall 2008 and After, but Not a Current Student

Former students can order paper transcripts for Urgent Processing USPS delivery in KSIS using the following steps:

Read **Things to Know When Requesting a Transcript.**
Former students that attended fall 2008 or after, will access KSIS (the integrated student information system) to order a transcript. To reactivate a password, please contact the IT Help Desk at 785-532-7722. Once you have access to KSIS, go to the K-State home page to sign in. Click on “sign in” located in the top right hand corner, then click on KSIS in the drop down box. This will bring up the log-in window.

1. Log into **KSIS** with your eID and password.
2. From the Student Homepage in KSIS, click the **Other Academics** tile.

3. On the left, click on **Order a Transcript/Diploma**
4. This takes you to the Document landing page in KSIS shown below. Click the **Click Here to Order Your Document(s)** button.

   ![Click Here to Order Your Document(s)](image1)

   **NOTE:** This will take you to the Parchment website to complete the transcript order. If the transcript ordering window does not appear, you may have a pop-up blocker enabled. Click **HERE** for steps on disabling common pop-up blockers.

5. From the University Ordering Portal landing page, click the blue **Order Now!**

6. Select the document type you want to order; **Transcript.**

   ![Select Document](image2)

   **Transcript**
   Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.

   **Diploma**
   Order an official copy of your diploma to be sent to a destination of your choice.
   *This service is for previous semester graduates ONLY.*

7. Click on the **blue link** under the search box to View all Ordering Options where you can **Send to Yourself, Another Individual or Third Party.**

   ![Where would you like your document(s) sent?](image3)
8. From the list of **Product Type**, select **Urgent Processing Paper Transcript (Former Student)**.

9. Review the **Delivery Options, Fees, and Instructions** for ordering details.

10. For Hold for Pick-Up, you must provide the following information:

   1. Urgent Processing Time, Processing Time and Degree Type are hard coded for this ordering option.
   2. Recipient’s Name (name of person picking up the transcript).
   3. Select Purpose for Request
   4. Enter Quantity.

Optional items of **Special Instructions** and **Add Another Item** can be selected as applicable. Click **Continue**.
11. Review your shopping cart contents. If the contents in your cart are correct, click **Checkout**. If contents in your cart are not correct, Click **Remove** and **Update Shopping Cart**. To add additional items, click **Continue Shopping**.

Your Shopping Cart Contents

<table>
<thead>
<tr>
<th>Qty</th>
<th>Document Name</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Urgent Processing Paper Transcript - Pick-Up (Former Students)</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Urgent Processing - Yes  
Processing Time - Now  
Degree Type - All Other Colleges  
Recipient Name - Willie Wildcat  
Document Date - 09/20/2019 7:13:04

Sub-Total: $25.00

12. Read about your FERPA rights, and then click **Next**.

**Consent Received**

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974**  
(FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, student status, curriculum, date and place of birth, honors and awards, dates of attendance, degrees and dates awarded, and height and weight of team members. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students based on legitimate educational need.

By proceeding through the checkout and clicking **Next**, you (the student) are providing consent to release your transcript and to receive e-mail notifications regarding your order. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Education's website](https://www.ed.gov) for further information regarding FERPA.
13. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

14. Confirm your billing information.

15. Confirm your order, click **Confirm**.

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- **Urgent Processing** - Yes
- **Processing Time** - Now
- **Degree Type** - All Other Colleges
- **Recipient Name** - Willie Wildcat
- **Document Date** - 09/20/2019 7:13:04
- **Purpose For Request** - Other

**Sub-Total:** $25.00  
**Total:** $25.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.
16. Enter payment information; **Credit Card Number** without spaces or dashes and expiration date (mmyy), then click **Pay Now**. Do not double-click the Pay Now button. A circle will spin around for a few seconds while order is processing.

Order Information

- Invoice Number: 1011794-685017
- Description: Kansas State University Document Request - powered by Parchment Exchange Authentic Document Delivery Service

Payment Information

- Card Number: [redacted] (enter number without spaces or dashes)
- Expiration Date: [redacted] (mmyy)

Billing Information

Please do not "double-click" the Submit button. Doing so will produce an error.

[Authorize.Net Pay Now button]
17. A confirmation of your order appears. Click Log Off.