Order Transcripts for Electronic Delivery
Former Student Attended Before Fall 2008

1. Helpful information can be found at: Things to Know When Ordering a Transcript

2. Order a Transcript using this link to the Kansas State University Portal: Order Transcript Here

3. New users create an account to log-in. Returning users log-in using your email address and password. If your email has changed from when you created your account, email ksutrans@ksu.edu for assistance.
4. To create an account enter your personal information, noting required fields and formats designated with a red asterisk (*) and/or description of the format required. After entering your information, then check the “I’m not a robot” box and following the security prompts on the screen. When finished, click Submit.
5. Once your account is created or you are logged in, a window will pop up welcoming you to the Transcript Ordering Portal. Click on the blue **Order Now!**

6. Select the document type you want to order; **Transcript**.
7. Search for the destination where you want the electronic transcript sent by using the search box OR 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.

Then select the destination and click Search. Email address is hard coded for the destination.

8. From the list of Product Type, select eTranscript (Former Students).

9. For Electronic delivery, you must select 1. Degree Type, and select 2. Purpose for Request. Optional items of Special Instructions, Attachment and Add Another Item can be selected as applicable. Attachments that need the Office of the Registrar to provide additional information should only be ordered for paper delivery. Click Continue.
10. Verify the **Document** ordered, click **Checkout**.

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>eTranscript (Former Students)</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**Delivery Mode** - Electronic  
**Processing Time** - Now  
**Degree Type** - All Other Colleges  
**Document Date** - 06/14/2019 12:25:42  
**Send To** - University of Kansas

**Sub-Total**: $15.00  
**Total**: $15.00
11. Read about your FERPA rights, and then click **Next**.

**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 Educations website for further information regarding FERPA.

12. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

**Payment Method**

After Confirming your order on the next page, you will be sent to Authorize.NET’s Secure Checkout site to process your Credit Card payment.

**Note:** When payment is made with a credit card, the order will appear as “Parchment” on the credit card statement.

**Billing Address:**

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button.
13. Confirm your billing information.

Confirm Your Billing Info:

Billing Address: (*Must match the address associated with your credit card)

14. Confirm your order, click **Confirm**.

Confirm Your Document Request:

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>*Degree Type - All Other Colleges</td>
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<td></td>
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<tr>
<td>*Document Date - 06/14/2019 12:26:42</td>
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<tr>
<td>*Purpose For Request - Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Send To - University of Kansas</td>
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</table>

Sub-Total: $15.00  
Total: $15.00

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.

Back  Confirm

15. 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.

![Kansas State University Logo]

Order Information

* Required Fields

Invoice Number: 4855349-929684

Description: Kansas State University Document Request - powered by Parchment Exchange Authentic Document Delivery Service

Total: $15.00 (USD)

Payment Information

Card Number:  
Expiration Date: (mmyy)

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

16. A confirmation of your order appears. Click **Log Off**.

*Note:* When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.