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 ksutranscript@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 provide the following information:
   1. Select Degree Type.
   2. Select 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**.
11. Read about your FERPA rights, and then click **Next**.

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

14. Confirm your order, click **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.
16. A confirmation of your order appears. Click **Log Off**.