Order Transcripts for Priority 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. 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.
8. From the list of **Product Type**, select Paper Transcript (Former Student).

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

10. Enter the recipient’s (who you are sending the transcript to) name and address. See example below. Click **Continue**. The address will be validated and the order options will then be displayed.
11. For Priority delivery, you must provide the following information:
   1. Select Degree Type.
   2. Select Mailing Method Priority.
   3. Select Purpose for Request.
   4. Enter Quantity.

Optional items of **Attachment**, **Special Instructions** 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**.
12. 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**.

![Shopping Cart Contents]

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

![Consent Received]
14. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

15. Confirm your billing information.

16. Confirm your order, click **Confirm**.
17. 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.
18. A confirmation of your order appears. Click **Log Off**.