Order Transcripts Urgent Processing Pick-Up 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 Urgent Processing Paper Transcript - Pick-Up (Former Student).

9. Review the ordering details and ordering notes.

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**.

![Shopping Cart Contents](image)

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

![Consent Received](image)
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**.
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.
17. A confirmation of your order appears. Click **Log Off**.