Order Transcripts for Urgent Processing USPS 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 (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 USPS delivery, you must provide the following information:

1. Urgent Processing Time, Processing Time and Degree Type are hard coded for this ordering option.
2. Select Mailing Method USPS.
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**.

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