

Online Transcript Request Instructions

In order to request a transcript online you must know your student ID number and permanent PIN number.

If your enrollment was prior 2000 please complete the transcript request form

http://www.cau.edu/CMFiles/Docs/Instructions%20and%20Request%20a%20Transcript_smt1.pdf

If you know your student ID number and would like to request an official or unofficial copy of your transcript mailed to you or to a destination of your choice, please return to CAU Homepage www.cau.edu and follow these steps.

1. Click on **LOGIN TO BANNERWEB**
2. Click on **Enter Secure Area**
3. Enter your student **ID# and PIN#**
4. Click menu icon **Student Services & Financial Aid**
5. Click on **Student Records**
6. Click on **Request Printed/Official Transcript**
7. Enter **Name or Entity** that **Transcript** should be issued to
8. Select **Official or Unofficial** on **Transcript Type***
9. Enter **Address Information** where transcript should be mailed click **Continue**
10. Enter number of copies to be printed
11. Check **Yes** for type of transcript requested
12. Select delivery method (**Standard Mail** or **Office Pick Up**) click **Continue**
13. Review Transcript Request Confirmation click **Pay By Credit**
14. Enter **Credit Card Information and Credit Card Billing Address** click **Process**

Note: Please always review your transcript before making your request. Once transcript request is submitted and authorized your transcript will be printed and processed.

For questions regarding transcript requesting, please contact the Office of the University Registrar at (404) 880-8938.