



ONLINE & ELECTRONIC TRANSCRIPT REQUEST INSTRUCTIONS

In order to request a transcript you must know your 900 student ID number and permanent PIN. If your enrollment was prior to 2000 you must complete the transcript request form (see instructions on the next page).

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.

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

Click on **LOGIN TO BANNERWEB**

Click on **Enter Secure Area**

Enter your student **ID#** and **PIN**

Click menu icon **Student Services & Financial Aid**

Click on **Student Records**

Click on **Request Printed/Official Transcript**

Enter **Name** or **Entity** that transcript should be issued to (**Do not type more than 30 characters on this line**)

Select **Official** or **Unofficial** on **Transcript Type***

Enter **Address Information** where transcript should be mailed click **Continue**

Enter number of copies to be printed

Check **Yes** for type of transcript requested

Select delivery method (**Standard Mail** or **Office Pick Up**) click **Continue**

Review Transcript Request Confirmation click **Pay By Credit**

Enter **Credit Card Information** and **Credit Card Billing Address** click **Process**



Electronic Transcript processing is now available for those students who attended Clark Atlanta University after the year 2006. Students and alumni who attended Clark College, Atlanta University, and Clark Atlanta University before the year 2006, must register an active account in Bannerweb to place orders for electronic transcripts. If you attended before the year 2006 your information must be validated to place orders for electronic transcripts. If you have placed an order and received a transcript any time between the year 2000 to the present and you have your 900 ID# and PIN then you can place your order via Bannerweb.

Click on **LOGIN TO BANNERWEB**

Click on **Enter Secure Area**

Enter your student **ID#** and **PIN**

Click menu icon **Student Services & Financial Aid**

Click on **Student Records**

Click on **New E-transcripts**

Then following instructions on the Parchment website.

For questions regarding transcript request, please contact the Office of the University Registrar at (404) 880-8938 or transcripts@cau.edu.