

Clark Atlanta University

Office of the University Registrar

View and Print Unofficial Transcript

- 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 **Academic Transcript**
- 7.) Select the **Transcript Level**
- 8.) Select the **Transcript Type**
- 9.) Click on **Submit** button

Request an Official Paper Transcript

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

- 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 (**Do not type more than 30 characters on this line**)
- 8.) Select **Official or Unofficial** on **Transcript Type***
- 9.) Enter **Address Information** where transcript should be mailed click **Continue**
- 10.) If you are requesting a transcript for Pick-up leave the address information field blank or type the word "Pick-Up"
- 11.) Enter number of copies to be printed
- 12.) Check **Yes** for type of transcript requested
- 13.) Select delivery method (**Standard Mail** or **Office Pick Up**) click **Continue**
- 14.) Review Transcript Request Confirmation click **Pay By Credit**
- 15.) Enter **Credit Card Information** and **Credit Card Billing Address** click **Process**

Request an Official Electronic Transcript

Clark Atlanta University has partnered with Parchment for ordering 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.

- 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 **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.

The image is a composite of two parts. On the left is a promotional flyer for e-transcripts. It features a black and red graphic with a large 'e' and a superscript '3'. The text reads 'Mobilizing for the Future' and 'Excellence + Efficiency = Everlasting Results'. Below this, it says 'E-Transcripts Available NOW!!!!'. A list of benefits includes: Faster Response Time, Check Order Status, Delivery Confirmation, Certified PDF - Blue Ribbon Security, and All Official Transcripts are \$10 (Paper and Electronic). At the bottom left is the Clark Atlanta University logo and 'Office of the University Registrar'. At the bottom right is the Parchment logo with the tagline 'Leader in eTranscript Exchange'. On the right is a screenshot of the Parchment website's 'Transcript Requests' page. The page has a navigation menu with '9 Login/Register' highlighted. Below the menu, there are instructions for logging in and creating a new account. There are input fields for 'Email Address' and 'Password', and a 'Sign In' button. At the bottom of the page, there is copyright information: 'Parchment eTranscript Service ©2014 Copyright © 2014-2015 Parchment, All Rights Reserved. Patch Help | About Patch | 11/17/15 10:52 AM'.