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.