



CLARK ATLANTA  
UNIVERSITY

official  
**TRANSCRIPTS**

## ONLINE TRANSCRIPT REQUEST INSTRUCTIONS

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

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

[http://www.cau.edu/CMFiles/Docs/Instructions%20and%20Request%20a%20Transcript\\_smt1.pdf](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](http://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 the 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.