

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.

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- 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.

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- 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 on the flyer includes 'Mobilizing for the Future', 'Excellence + Efficiency = Everlasting Results', and 'E-Transcripts Available NOW!!!!'. It lists benefits such as 'Faster Response Time', 'Check Order Status', 'Delivery Confirmation', 'Certified PDF - Blue Ribbon Security', and 'All Official Transcripts are \$10(Paper and Electronic)'. It also provides contact information for the Office of the University Registrar and the Parchment website. On the right is a screenshot of the Parchment website's 'Transcript Requests' page. The page shows a navigation menu with '9 Login/Register' highlighted. Below the menu, there are instructions for logging in and creating a new account. The login form includes fields for 'Email Address' and 'Password', and a 'Sign In' button. The footer of the page contains copyright information for Parchment.