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

<u>Request an Official Paper Transcript</u>

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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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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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.