

Official and Unofficial Transcript Ordering Instructions

To order an **Official Transcript**:

- Go to www.mcla.edu/registrar
- On the main page, click on the “Transcript Requests” link
- You will then be brought to the Transcript Request page.
- Scroll down to the “How to Order an Official Transcript” section
- Click the “Order Transcripts Here” link.
- This link will take you into the Parchment Ordering Screen.
- You will see three options on the Parchment Ordering Screen:
 - If you have an *Existing User Account* with Parchment, you can select this option, login and follow the instructions to order your transcript.
 - If this is your first time ordering with Parchment, please select the *New Learner Account*, set up an account and then follow the instructions to order your transcript
 - If you are an administrator or a third party ordering a transcript on behalf of the student, select the *New Third Party Account* option, set up an account and follow the instructions to order the transcript

To view your **Unofficial Transcript** (please note that this is not available for Alumni prior to 1989 or Southern Vermont College Students):

- You can view your **Unofficial Transcript** by logging in to your Banner Self Service Account. You will click on the Student option, then click the Student Records option, and then click on the link that says “Academic Transcript Unofficial.”
 - To view your **Unofficial Transcript**, after clicking the link, leave the Transcript Level and Transcript Type boxes on the next screen as is and click submit. Your transcript will load right in the browser and you can view your entire record.