

Directions for ordering a transcript from the University of New Orleans

\$10 per copy (official and unofficial)

Current student:

- Log into your WebSTAR student center
- On the left, open the “other links...” drop down menu
- Choose “Transcript: request official” or “Transcript: view unofficial”
- Click the round arrow button next to the menu
- Follow prompts below dependent upon your above selection

Unofficial Request

- Choose “Click here to create your unofficial transcript”
- The transcript will be sent to your official UNO email account

Official Request

- Click “Place a Transcript Order” button
- You will be redirected to the iwantmytranscript.com dashboard
- Click “Place a new order” and follow the prompts to place your order

❖ Keep in mind that if you have the transcript emailed to yourself it is considered **unofficial**

Former student (official and unofficial)

- Go to the UNO Registrar’s Office website at <http://www.uno.edu/registrar/>
- Click on the box in the center that says TRANSCRIPTS
- Read all information provided here
- Click the link <https://iwantmytranscript.com/uno>
- Log in using your user information (see below if you do not have an account)
- Follow the prompts to place an order

If you do not have an account:

- Click the “sign up” button
- Fill out the form with all requested information
 - ❖ If you do not know your student identification number, use your social
 - ❖ If you do not know the dates you attended, it is permissible to estimate
- Click “submit” button
- Log in to your newly created account
- Follow the prompts to place an order

❖ Because it is your **first time ordering**, you will be prompted to complete a **signed consent form** at the end of the order (one time only). This must be completed and returned to Transcripts on Demand. Do not bring this form to the university, we cannot turn it in for you.

❖ For transcripts that are e-mailed, the transcript is held on the SCRIP-SAFE server for a maximum of 24 hours ONLY until the recipient logs in to retrieve the transcript. Recipients are instructed via email from SCRIP-SAFE there is a transcript to be retrieved.