

# Order Official Transcript through Joe'SS

## How to Request an Official Transcript



1. Go to Self Service > Student Center
2. Click the drop down box for "Other Academic"
3. Choose "Official Transcript"
4. Follow Instructions provided

## Why Order Official Transcripts through Joe'SS

- Can be ordered anywhere you can access your Joe'SS account!
- Will be mailed next working day to any address provided!
- Can be picked up at Registrar's Office next working day!

## To view processed transcript requests go to:

Self Service > Academic Records > View My Transcript Request.