Requesting a Transcript

If your attendance at UMSL is Summer 2008 and beyond, then you can request the electronic delivery of your transcript.

Please see the Registration site for Transcript Requests for information about other methods for requesting transcripts and for a list of frequently asked questions.

How to Request Electronic Delivery of a Transcript

1. Login to MyView, https://myview.umsl.edu/ with your User ID (SSO ID) and Password.

   ![MyView Login](MyViewLogin.png)

   - If you don’t know your User ID (SSO ID), you can look it up (requires you know your student ID number).
   - If you don’t know your password, you can change it using the Transcript Requestors: Forgot Password Tool.
   - If you don’t know your student ID number, contact Records at 314-516-5676.
2. In MyView, from the menu on the left-hand side, select **Self-Service**, then select **Request a Transcript**.

![Menu](image)

*Note:* If you do not have the Self-Service menu, you must e-Consent first. Please see page 5 for e-Consent instructions.

3. You will see a page with your student id number, your name, and the following information:
   - The cost for transcripts mailed, faxed or picked up at the Records Office is $10 per copy. The cost for transcripts e-mailed or sent via ETX (Electronic Transcript Exchange) is $5 per copy.
   - Some institutions will not accept transcripts as “official” if they are given or sent to the student. Fax ed and emailed transcripts also may be considered unofficial by receiving parties.
   - Transcripts cannot be released until delinquent accounts have been paid.

Click the ![Next Page >>](image) button to continue.

4. Enter your contact information (phone number and email address are required) and click the ![Next Page >>](image) button.
5. Fill in the Request Details.

- **Choose a Delivery Method.** Additional information required is determined by the delivery method chosen. Choose one of the following:
  - **Domestic Fax.** Enter Send to and Fax Number details.
  - **International Fax.** Enter Send to and Fax Number details.
  - **Pick Up** (pick up from the Registrar’s Office, 269 MSC. Allow 24 hours)
  - **US Mail.** Enter the Send to and mailing address details.
  - **eDelivery Direct to School/Org.** Search for the School/Organization by clicking the search icon. On the search page, enter your search criteria (hint: Search by State or State abbreviation). You can sort the search results by clicking on the column title. If the school you want to send to is found in the search list, then you can send an “official” electronic transcript directly to this school. Select the Institution that is to receive your transcript. Then choose the Receiving Department.
  - **eDelivery to an Email Address.** Enter Sent to and Email details.

Click the **Next Page >>** button to continue.
6. Your Request Details will be displayed. You can choose to request another transcript, or to pay.

<table>
<thead>
<tr>
<th>Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transcript Request Nbr:</strong> 1</td>
</tr>
<tr>
<td><strong>Delivery Method:</strong> eDelivery Direct to School/Org</td>
</tr>
<tr>
<td><strong>Number of Copies</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>Recipient Details</strong></td>
</tr>
<tr>
<td><strong>School/Organization:</strong> Chicago State University</td>
</tr>
<tr>
<td><strong>Receiving Department:</strong> Office of Admissions</td>
</tr>
<tr>
<td><strong>Total Number of Copies</strong></td>
</tr>
</tbody>
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When you are done requesting transcripts, click the **Pay Now** button.

7. Enter your credit card information and email address.
8. Verify that your payment information is correct and click Confirm.

9. You will receive a message that your request has been processed successfully. Your Transcript(s) will be processed within two working days, unless you asked for it to be held. You should receive an email confirmation that your request was paid for.

How to e-Consent (necessary in order to get the Self-Service menu)
When you first login to MyView, you are prompted to e-Consent. When students agree to e-Consent, they are granting the University permission to communicate student records, financial aid, and billing information with them electronically.

Agree to e-Consent
1. Login to MyView
2. Select e-Consent from the menu or from the welcome page.
3. Read the policy and click the agree button at the bottom of the page.
4. After you click the agree button, you will be signed out of MyView. Sign back into MyView.
5. You should now see the Self-Service menu option. Continue with step 2 on page 1 to request your transcript(s).