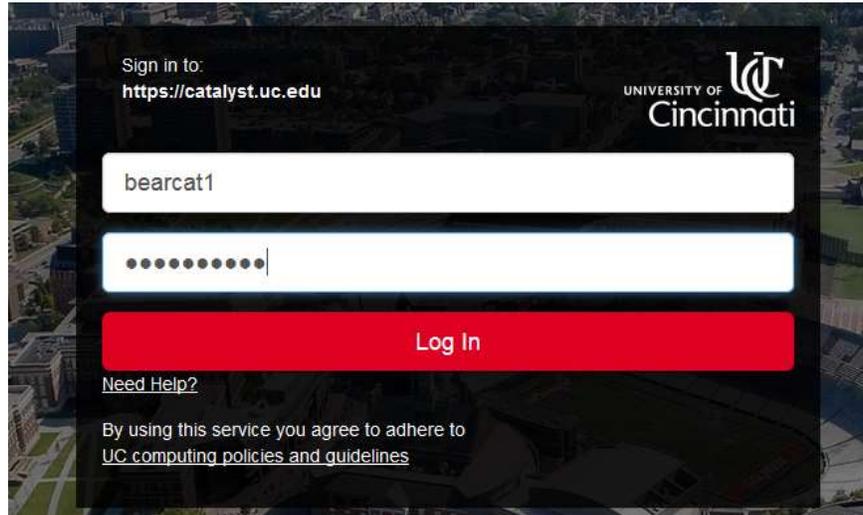


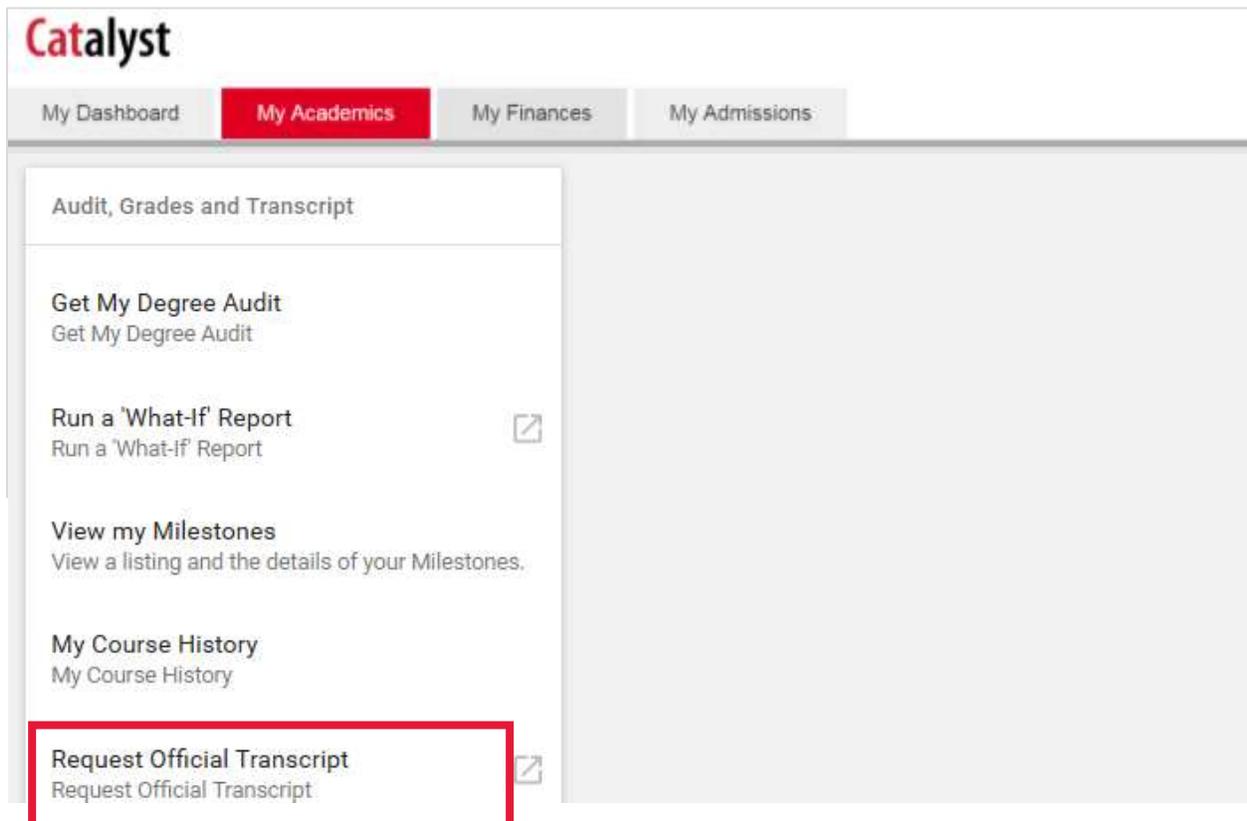
## REQUESTING YOUR OFFICIAL TRANSCRIPT

*Follow these steps to get your official transcript in Catalyst!*

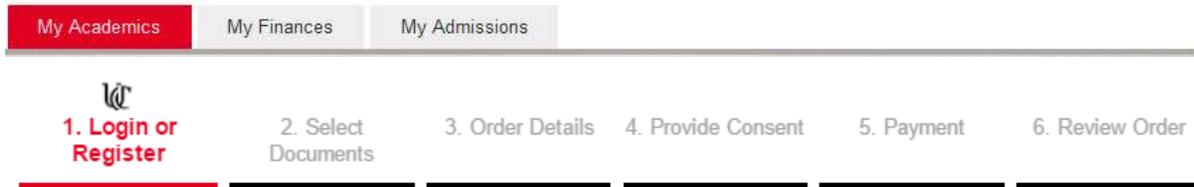
- 1) Go to [catalyst.uc.edu](https://catalyst.uc.edu) and log in with your 6+2 and password.



- 2) Click *My Academics* and select **Request Official Transcript** listed under the Audit, Grades and Transcript pagelet.



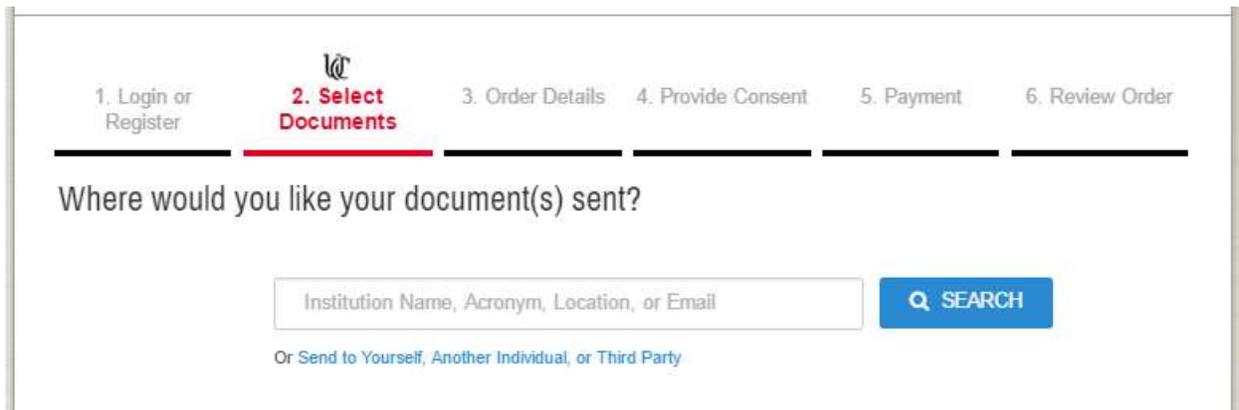
3) The first time you request a transcript through Parchment, you will be asked to provide a current mailing address. **Note: This will not update your information in Catalyst.**



#### Address Details

Welcome to the University of Cincinnati document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

4) Then **select the institution, location or email address** of your intended recipient. **Note: Many institutions prefer that your transcript be sent to them electronically.**



The screenshot shows the '2. Select Documents' step of the process. The progress bar at the top has '2. Select Documents' highlighted in red. Below the progress bar is the question 'Where would you like your document(s) sent?'. There is a search input field with the placeholder text 'Institution Name, Acronym, Location, or Email' and a blue 'SEARCH' button. Below the search field is a blue link that says 'Or Send to Yourself, Another Individual, or Third Party'.

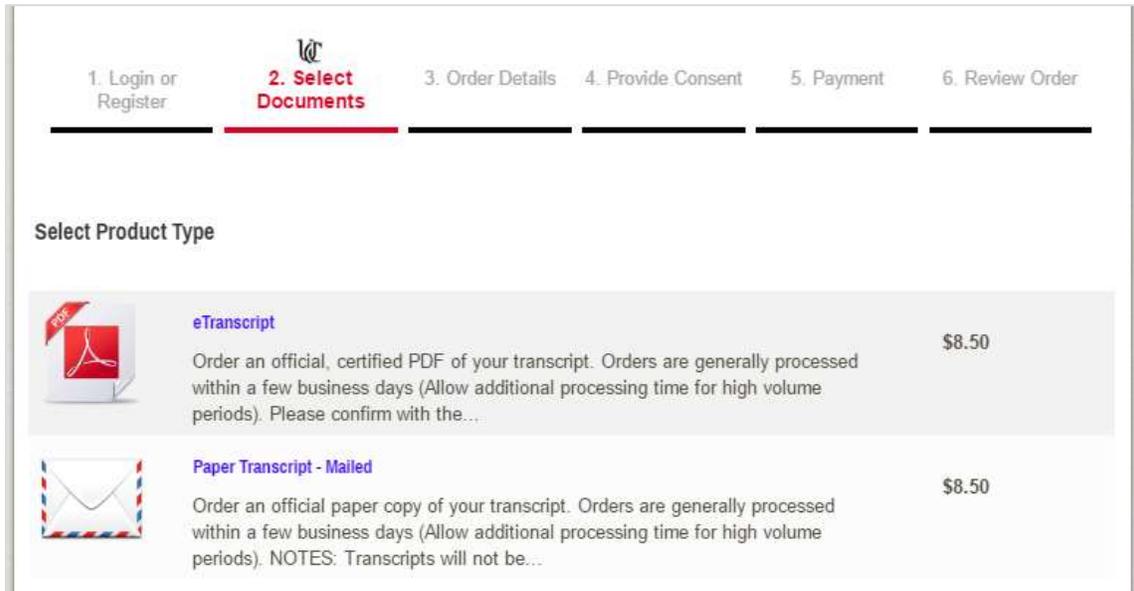
- If you wish to send your transcript to yourself, another individual, company, or to an institution that isn't identified in the search function, click the blue link below to select the type of transcript you wish to order.

- An eTranscript will generate a PDF that will be sent almost immediately. This PDF can be opened by the recipient up to three times in a 30 day period. This is the fastest, most secure, and environmentally-friendly method to request your transcript.

- A paper transcript can be selected, but will require the Registrar's Office print your transcript and mail it through the US Postal Services. An estimated 7-10 business days may be required to complete a paper transcript request.

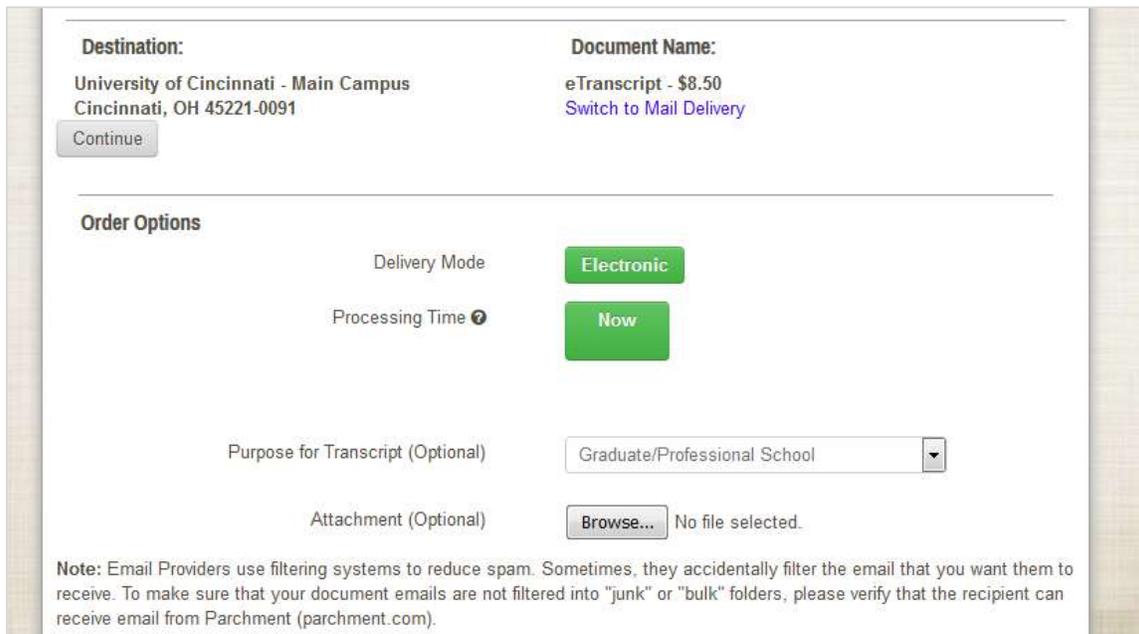
5) Next, **verify the destination** is correct for your transcript, and **select the delivery mode** (electronic or mail delivery). You can also provide the Purpose for Transcript (employment, graduate school, internship, etc.) and attach other documents if needed.

If you are sending your transcript to yourself or a third party, you will be prompted to provide the address information needed.



The screenshot shows a progress bar at the top with six steps: 1. Login or Register, 2. Select Documents (highlighted in red), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar is the heading "Select Product Type". There are two product options listed:

Product Type	Description	Price
	<b>eTranscript</b> Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...	\$8.50
	<b>Paper Transcript - Mailed</b> Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$8.50

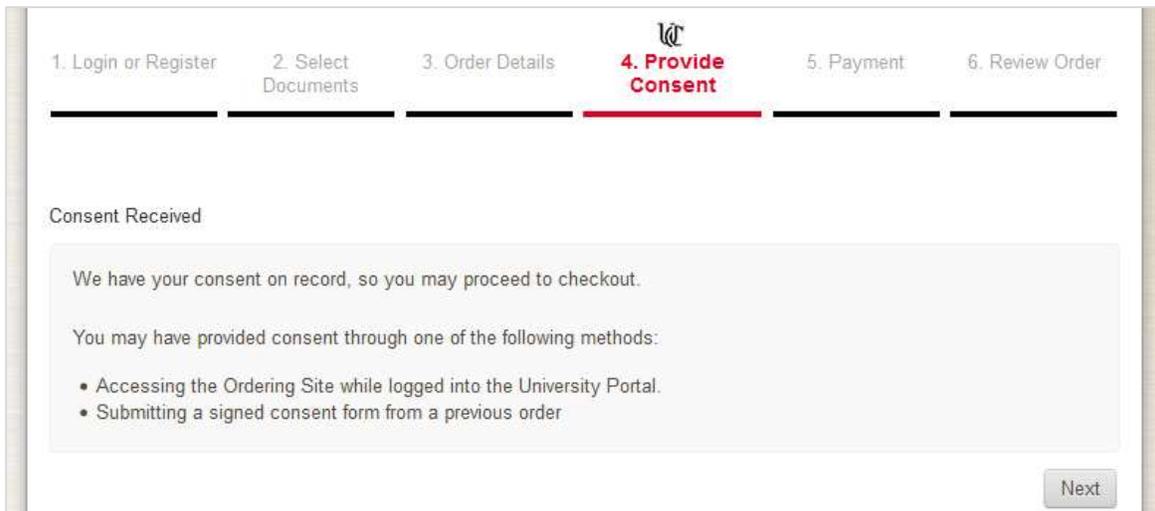


The screenshot shows the "Order Options" section. It includes the following information:

- Destination:** University of Cincinnati - Main Campus, Cincinnati, OH 45221-0091. A "Continue" button is located below this information.
- Document Name:** eTranscript - \$8.50. A link "Switch to Mail Delivery" is provided.
- Order Options:**
  - Delivery Mode:** Electronic (selected)
  - Processing Time:** Now (selected)
  - Purpose for Transcript (Optional):** Graduate/Professional School (selected in a dropdown menu)
  - Attachment (Optional):** Browse... No file selected.

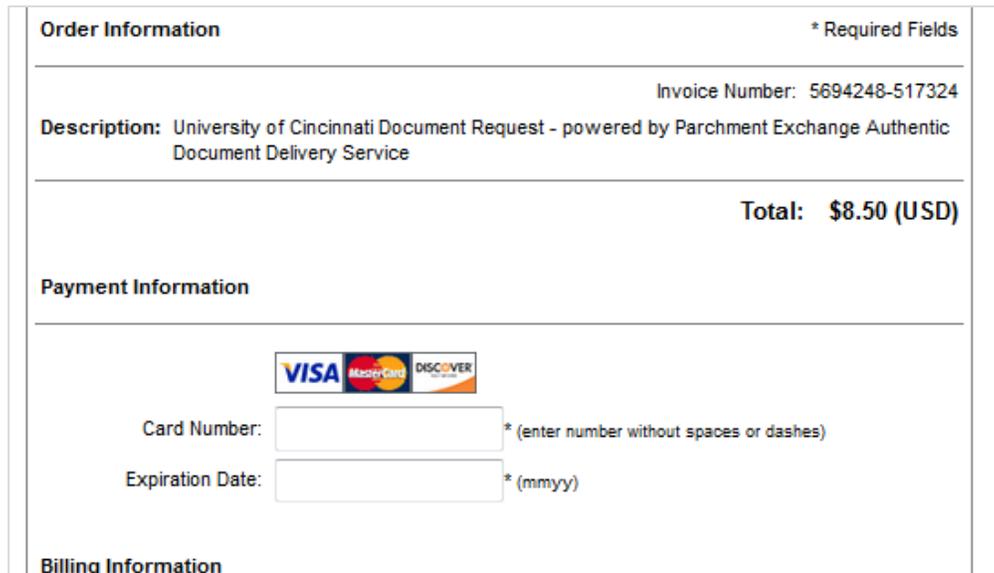
**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

6) The first time you request a transcript, you will need to provide consent. Future orders will recognize that you have provided consent.



The screenshot shows a progress bar with six steps: 1. Login or Register, 2. Select Documents, 3. Order Details, 4. Provide Consent (highlighted in red), 5. Payment, and 6. Review Order. Below the progress bar, the text reads 'Consent Received' followed by a message: 'We have your consent on record, so you may proceed to checkout. You may have provided consent through one of the following methods:'. A bulleted list follows: 'Accessing the Ordering Site while logged into the University Portal.' and 'Submitting a signed consent form from a previous order'. A 'Next' button is located at the bottom right.

7) Review the order and enter your billing and credit card information to purchase your transcript. **Note: The charge will appear as Parchment on your credit card statement.**



The screenshot shows a form with the following sections: 'Order Information' (with a '\* Required Fields' note), 'Description: University of Cincinnati Document Request - powered by Parchment Exchange Authentic Document Delivery Service', 'Invoice Number: 5694248-517324', and 'Total: \$8.50 (USD)'. The 'Payment Information' section includes logos for VISA, MasterCard, and DISCOVER, and fields for 'Card Number: [input] \* (enter number without spaces or dashes)' and 'Expiration Date: [input] \* (mmyy)'. The 'Billing Information' section is partially visible at the bottom.

8) Once your order is complete, you will receive an email confirming your purchase. You will also be emailed once your transcript has been **electronically delivered** and when your transcript has been **downloaded**.

*That's it! You've just learned how to request an official transcript in Catalyst.*