STEPS TO ORDER TRANSCRIPTS ONLINE

1

Welcome to the SDSU WebPortal

New students: Create a new student WebPortal account

Current students, faculty, and staff: Sign in below.

WebPortal Help:

- Forgot your RedID?
- Forgot your Password?
- Locked out of your Account?

The WebPortal requires JavaScript to be enabled

RedID/User Name (Show Username)
Password

Sign In

- Go to www.sdsu.edu/portal and log-in to **WebPortal**

2

WebPortal

Alumni | Log Out

E-Mail & Address
My Grades
Official Transcript
Student Account Services
Unofficial Transcript
Message Center
Change Password

CLICK HERE

Welcome **Student** to the SDSU WebPortal
Please select an option from the menu.

- Once on the main screen, click on "**Official Transcript**".

Official Transcript Request

Read the Transcript Policies below and Continue.
Click here for a free copy of your UNOFFICIAL TRANSCRIPT.

TRANSCRIPT POLICIES

1. **Transcript Charges:**
   Each transcript ordered...$7.00
2. Transcripts are NOT ISSUED until ALL OUTSTANDING ACCOUNTS with the university are paid.
3. For identification purposes, official transcripts sent to educational institutions within the United States will include your Social Security Number and month/day of your birth date. All other official transcripts will print without your SSN, but with the month/day of your birth date. If you want your official transcript that is sent to a non-educational destination to include the SSN or print your full birth date, you must select the appropriate box on the request form.
4. Allow 3 working days for processing the on-line request. Allow 2 weeks after the last day of finals for final grade transcripts. Degrees are posted during a 3-5 week period of time after final exams end.
5. Transcripts sent to a student's home address are not considered official by **other educational institutions**. In addition, employers and other business concerns may not consider these transcripts official if the seal on the mailing envelope is broken. All transcripts mailed directly to the student are stamped ISSUED TO STUDENT.
6. Official transcripts ordered on-line cannot be picked up in person. All of these transcripts will be mailed to the address you provide on the official transcript request form.
7. WE DO NOT SEND TRANSCRIPTS TO THE SDSU DIVISION OF GRADUATE AFFAIRS OR ADMISSIONS OFFICE.
8. Only San Diego State University transcripts will be issued. The transcript will contain all course work completed at San Diego State University. Copies of transcripts from other schools are NOT included and must be ordered directly from that institution.
   Note: Total undergraduate credit (units only, not coursework) accepted by San Diego State University from other schools is posted to the San Diego State University transcript.
9. **If you need to expedite the delivery of your transcript, you can not order your transcript using this WebPortal request function. You must submit your request (indicating any deadline date) and payment in person or via mail to the University Cashiers Office. Also, a postage-paid United States Postal Service Priority Mail or Express Mail envelope must be submitted with the request if you want to use one of those mailing options. No other expedited mail envelopes will be accepted. See the information on the Registrar"s Office web site for further information. Questions can be directed to 619-594-6871.**

☑ **I Agree to These Terms**

[Continue]

CHECK HERE

3

• If you agree with the transcript policies, check the box for "**I Agree to These Terms**".

Official Transcript Request

Name: **Jimmy Smith**
Red ID: ###-##-####

Enter the Recipiant's address or select one from the "Recipient List." Then enter your transcript printing options.
Click "Add Recipient" to include additional recipients.

Recipient # 1

	Recipient List		Your (term) degree is posted to your record.	
Recipient Name:	Jimmy Smith	**Number of Transcripts:**	1	
Company:		**Print SSN on transcript:**	No	
Street:	987 Abc Street	**Print Full Birthdate on transcript:**	No	
Street (cont):				
City:	Calexico	Remove		
State:	CA			
Province:				
Zip:	92231			
Country: (If outside USA)				

Add Recipient

...THEN CLICK HERE

Continue

COMPLETE...

4

- Complete the **"Recipient"** (who the transcript will be sent to) information
  - *You can add yourself as a recipient*

- Choose the number of transcripts

- Click continue when finished

5

- Select your method of payment

- Click on "**Continue Checkout"**

Enrollment Service Smith, Jimmy
GONZALEZ,HAZEL

Select Method of Payment

Enter new credit card information.
Enter new electronic check information.

Continue Checkout

CLICK HERE

6

- Carefully complete the payment information requested

- Click **"Continue Checkout"** when finished

SAN DIEGO STATE UNIVERSITY

Enrollment Services Online Payments

Jimmy Smith

Enter check information   **Total Amount: $7.00**

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number	123456789
Confirm Bank Account Number	123456789
Account Type	◉ Checking ○ Savings
Routing Transit Number	322271627
Account Holder Name	Jimmy Smith
Email Address	jimsmith@yahoo.com

COMPLETE...

...CONTINUE CHECKOUT

(You'll have a chance to review this order before it's final.)

Continue Checkout

SAN DIEGO STATE UNIVERSITY

Enrollment Services Online Payments

Jimmy Smith

Your credit card will be charged when you click the Submit Payment button below.
Do not click this button more than once or your credit card will be charged multiple times.

Items Selected

1 Official Transcript	$7.00
Total Amount	**$7.00**

Payment Information

Email Address:	jimsmith@yahoo.com
Account Number:	XXXXX6789
Account Type:	Checking
Routing Transit Number:	322271627
Bank:	J.P. MORGAN CHASE BANK, N.A., TAMPA, FL
Account Holder Name:	Jimmy Smith

CLICK HERE

Submit Payment

7

- *REVIEW THE INFORMATION BEFORE YOU CONTINUE, TO PREVENT DISHONORED CHECK CHARGES*

- Click "**Submit Payment**"

A payment confirmation will be sent to the e-mail address provided. Please verify funds were deducted from your bank account. Expect 3 to 5 business days for delivery of transcripts.

For any questions, contact the **Cashiers Office** at **(760) 768-5514**.

STUDENTS: Not all transactions are processed immediately. Deduction of funds may take a few hours or more than one business day.