



How to Request an Official Transcript Online

Welcome

- This presentation demonstrates
 - How current students and alumni can use **MyFIU** from **PantherSoft** to request an official transcript online.
 - And how students that do not have access to **PantherSoft** can request an official transcript online.

Important Information

- You must have a **zero balance due** on your student account to order
- You **must not** have a hold that prevents you from obtaining a transcript
- Online transcript requests are processed and mailed by the Office of the Registrar

Note:

- If you have a Panther ID and have access to my.fiu.edu, please order your transcripts online at Student Center.

[My.FIU.edu](https://my.fiu.edu)

- If you last attended FIU prior to 2004 and do not have Panther ID or login access to my.fiu.edu, you can request your official transcript by clicking on following link.

[AVOW-Transcript Ordering System](#)

- If you attended FIU after 2004, you can order online, but will need your Panther ID and password. There is a simple, two-step process to obtain and activate your Panther ID on:

<https://myaccounts.fiu.edu>

Login using your Panther ID

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Please ensure that you are using your MyAccounts password to logon

Campus Solutions

Panther ID:

Password:

 [Reset Password?](#)

 [Look up your Panther ID by clicking here!](#)

 [Staff Access Request!](#)

Your Student Center




avorites | Main Menu


enu


Search:


My Favorites
Self Service
Curriculum Management
Academic Advisement
Worklist
FIU Custom
PeopleTools
[Change My Accounts Password](#)

Student Self Service

 **[Student Center](#)**
Use the student center to manage school related activities.

 **[View My Grades](#)**
View or print a listing of your grades and check your current grade point average.

 **[Class Search](#)**
Use search criteria to find a class catalog.

 **[Browse Course Catalog](#)**

Click on Student Center

Request Official Transcript

Favorites Main Menu > Self Service > Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[My Major Match](#)

[Repeat Charge Appeal](#)

[Repeat Eligible Courses](#)



You are not enrolled in classes.

[enrollment shopping cart](#)

Under Academics, select the "Transcript:Request Official transcript" and click on "Go" button

other academic...



Academic Planner
Apply for Graduation
Class Schedule
Course History
Enrollment: Add
Enrollment: Drop
Enrollment: Edit
Enrollment: Swap
Exam Schedule
Grades
Panther Degree Audit
Pre-Professional Interest
Transcript: Request Official
Transcript: View Unofficial
Transfer Credit: Report



You have no outstanding charges at this time.

[Make a Payment](#)

[details](#)

To Do List

Bright Futures without FAFSA

[details](#)

Enrollment Dates

[Open Enrollment Dates](#)

Registrar Links

[FIU Home Page](#)
[FACTS.org](#)
[Enrollment Verification](#)

Search Engines

[Yahoo](#)
[Google](#)



[Student Dashboard](#)

First time registration

| | | |
|-----------------|--|---|
| First Name: | <input type="text" value="D"/> | * |
| Middle Name: | <input type="text"/> | |
| Last Name: | <input type="text"/> | * |
| Street Address: | <input type="text" value="123456test"/> | * |
| Address Line 2: | <input type="text"/> | |
| City: | <input type="text" value="Miami"/> | *(Military Addresses: enter APO, DPO, or FPO) |
| State/Province: | <input type="text" value="Florida"/> | * |
| Post/Zip Code: | <input type="text" value="33176"/> | * |
| Country: | <input type="text" value="United States"/> | * |
| Telephone: | <input type="text" value="305-348-2030"/> | * |
| Email Address: | <input type="text" value="-"/> | * |

Document Tracker™ Preferences

eMail Notification? NO YES

SMS Text Message Notification? NO YES

NOTE: Standard text messaging fees from your phone carrier may apply.

Order Your Official Transcript



Secured



Request your official transcript delivered to any valid email address via secure certified PDF. Orders will be processed and delivered within one to two business days.

Important! If you are waiting for recent grades or a degree to be reflected on your transcript, please check your unofficial transcript (through [My.FIU.edu](#)) before proceeding with your official transcript order.

Through this service, students can also order paper transcripts for mailing and pick-up. Pick-up orders will be available only at the Office of the Registrar, PC 130 on the Modesto Maidique Campus.

[Order Now!](#)

Click on Order Now!

Hold message

[Home](#) | [My Account](#) | [Order Status](#) | [FAQ](#) | [Contact Us](#)

[Continue Shopping](#) | [Log Out](#)



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If you have a "Hold" that prevents you from obtaining official transcript you will get this message

[Shopping Cart \[view\]](#)

Your cart is empty.

[Continue Shopping](#)

Identity Theft Protected



Login or Register

Select Documents


Provide Consent

Payment Information

Review & Submit Order

University Transcript Ordering Portal

Hello Lydimary!

 You have a hold on your record and cannot order transcripts until your hold is cleared. For further information log into your student portal at my.fiu.edu and follow the instructions to clear your hold(s). Once hold(s) are cleared, you should be able to then order your transcript.

Hold message

UNIVERSITY

Shopping Cart [view]

Your cart is empty.

[Continue Shopping](#)

Identity Theft Protected

securityMETRICS
Credit Card
SAFE

Secured

SECURED BY
GeoTrust
click to verify
05-Oct-12 21:22 GMT

Login or Register

Select Documents

If you still process further with "Order & Buy Now" with "Hold" you will get this message with contact information.

University Documents

Please select the document type that is appropriate for you and your intended recipient.

Due to a restriction or hold placed by your school, you are unable to order any documents at this time. Please contact your school to resolve this issue or with any questions.

You have a hold on your record and cannot order transcripts until your hold is cleared. For further information log into your student portal at my.fiu.edu and follow the instructions to clear your hold(s). Once hold(s) are cleared, you should be able to then order your transcript.

For any further questions or help please contact us via [live chat](#), transcripts@fiu.edu, or 305-348-2320

Select Documents

Your cart is empty.

[Continue Shopping](#)

Identity Theft Protected



Secured



[Login or Register](#)

Select Documents

[Provide Consent](#)

[Payment Information](#)

[Review & Submit Order](#)

University Documents

Select your choice of document type that you prefer to order.

Please select the document type that is appropriate for you and your intended recipient.



eTranscript

Order a secure, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam...

\$10.00



Paper Transcript - Mailed

Order a paper copy of your official transcript. Orders are generally processed within 5-7 business days (up to 7 days for high volume periods and Legacy transcripts). Please be aware that at the end...

\$10.00



Paper Transcript - Pickup

Order a paper copy of your official transcript. Orders are generally processed within 5-7 business days (up to 7 days for high volume periods). Please be aware that at the end of each term's grade...

\$10.00

Transcript Tracker

- Currently enrolled courses will appear on transcripts without grades until after grades have been posted at the end of each semester.
- See the University's Academic Calendar for dates each semester that grades will be available for student viewing (and thus will be on your transcript).
- Transcripts will not be processed for those with restrictions placed on their account for financial or other obligations to the University.
- Only upload completed document(s) that need to be attached to your electronic transcript. Should these document(s) need to be completed by the Office of Registrar, please select paper transcript-mailed option and provide the document(s) to the Office of Registrar the same day of the order.

Transcript Tracker™ 71,131 know. Will You?

View when and where your transcript has been opened on a map in real time. Utilize the ultimate in state-of-the-art technology available on the market to allow you to track your PDF transcripts once sent to a potential recipient. [More Info...](#)



[Terms of Use](#)

Provide complete delivery details:

Degree Received or Attempted

Delivery Mode **Electronic**

Transcript Tracker **Enabled \$1.99** Enable Real-Time Global Tracking on Your Transcript
 Disabled

Recipient Name * Required

Email Address Enter the recipient's email address for delivery

Re-enter Email

Attachment (Optional) Upload supporting document

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want 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 Avow Systems (addsmail.com).

On electronic transcript order, you have to select one of these options for tracker

Enter the email of the recipient

Documents can be attached here

Shopping Cart



Shopping Cart [view]

1 - eTranscript
-> medams@fiu.edu

\$11.99

Checkout

[Continue Shopping](#)

Identity Theft Protected



Secured



[Login or Register](#)

Select Documents

[Provide Consent](#)

[Payment Information](#)

[Review & Submit Order](#)

Your Shopping Cart Contents

Total Items: 1 Amount: \$11.99

| Qty. | Document Name | Unit | Total |
|------|--|---------|---------------------------|
| 1 |  eTranscript Degree Received or Attempted - Undergraduate and Graduate Delivery Mode - Electronic Transcript Tracker - Enabled (More Info...) Recipient Name - FIU Email Address - medams@fiu.edu Document Date - 10-05-2012 15:39:09 | \$10.00 | \$10.00 |
| | | | +\$1.99 |
| | | | Sub-Total: \$11.99 |

Remove

Update Shopping Cart

Continue Shopping

Checkout

You can remove documents that were added by clicking on remove, you add additional document requests by clicking on continue shopping, or proceed with checkout.

Provide Consent

Shopping Cart [view]

1 - eTranscript
-> medams@fu.edu

\$11.99

Checkout

Continue Shopping

Identity Theft Protected

securityMETRICS
Credit Card
SAFE

Secured

SECURED BY
GeoTrust
click to verify
05-Oct-12 21:53 GMT

Login or Register

Select Documents

Provide Consent

Payment Information

Review & Submit Order

Consent Received

We have your previously recorded FERPA (Family Educational Rights & Privacy Act) consent on file, so you may proceed to the checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- **Submitting a signed consent form from a previous order.**

FERPA, Family Educational Rights and Privacy Act, is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By clicking the "Next" button, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests **MUST BE MADE BY THE STUDENT**; no requests can or will be accepted from a third party (including parents), unless allowable or required by law. It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Education's website](#) for further information regarding FERPA

Next

Click on next button to proceed with order.

Payment Information

Shopping Cart [view]

1 - eTranscript
-> medams@fu.edu

\$11.99

Checkout

[Continue Shopping](#)

Identity Theft Protected

securityMETRICS
Credit Card
SAFE

Secured

SECURED BY
GeoTrust
click to verify
05-Oct-12 22:03 GMT

Login or Register




Select Documents

Provide Consent

Payment Information

Review & Submit Order

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number [\(More Info\)](#)

Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the [Change Address](#) button.

Lydimary Castellanos
123456test
Miami, FL 33176
United States

[Change Billing Address](#)

[Back](#) [Next](#)

Enter payment information and proceed with your order

Review & Submit Order

1 - eTranscript
-> medams@fiu.edu

\$11.99

Checkout

[Continue Shopping](#)

Identity Theft Protected

SECURED BY
GeoTrust
click to verify
05-Oct-12 22:03 GMT

Login or Register Select Documents Provide Consent Payment Information **Review & Submit Order**

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name: Lydimary Castellanos
Test Card Number: 4111XXXXXXXX1111
Expiration Date: January, 2015
CVV Number ([More Info](#)): 111

[Edit Payment Information](#)

Billing Address: (*Must match the address associated with your credit card)

Lydimary Castellanos
123456test
Miami, FL 33176
United States

[Edit Billing Address](#)

Confirm Your Document Request:

| Document Name | Qty. | Unit Price | Total |
|--|------|------------|---------|
| eTranscript | 1 | \$10.00 | \$10.00 |
| Degree Received or Attempted - Undergraduate and Graduate | | | |
| Delivery Mode - Electronic | | | |
| Transcript Tracker - Enabled (More Info...) | | | +\$1.99 |
| Recipient Name - FIU | | | |
| Email Address - medams@fiu.edu | | | |
| Document Date - 10-05-2012 15:39:09 | | | |

Sub-Total: \$11.99
Total: \$11.99

[Back](#) [Confirm](#)

Review your order and Confirm.

Order Confirmation

[Home](#) | [My Account](#) | [Order Status](#) | [FAQ](#) | [Contact Us](#)

[Continue Shopping](#) | [Log Out](#)



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Shopping Cart [view]

Your cart is empty.

[Continue Shopping](#)

Identity Theft Protected



Secured



Order #1685787



Your order has been submitted and is being processed.

Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

Your order is now complete.

Note: Your order will appear as "Avow Systems, Inc." on your credit card statement.

Thank you for your order. Your checkout has been successful. Watch your email for further information on your order.

[Return to the My FIU Portal](#)