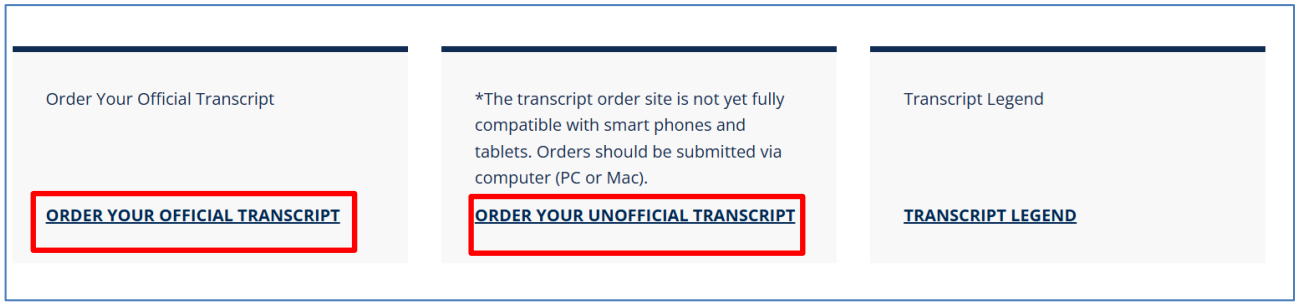
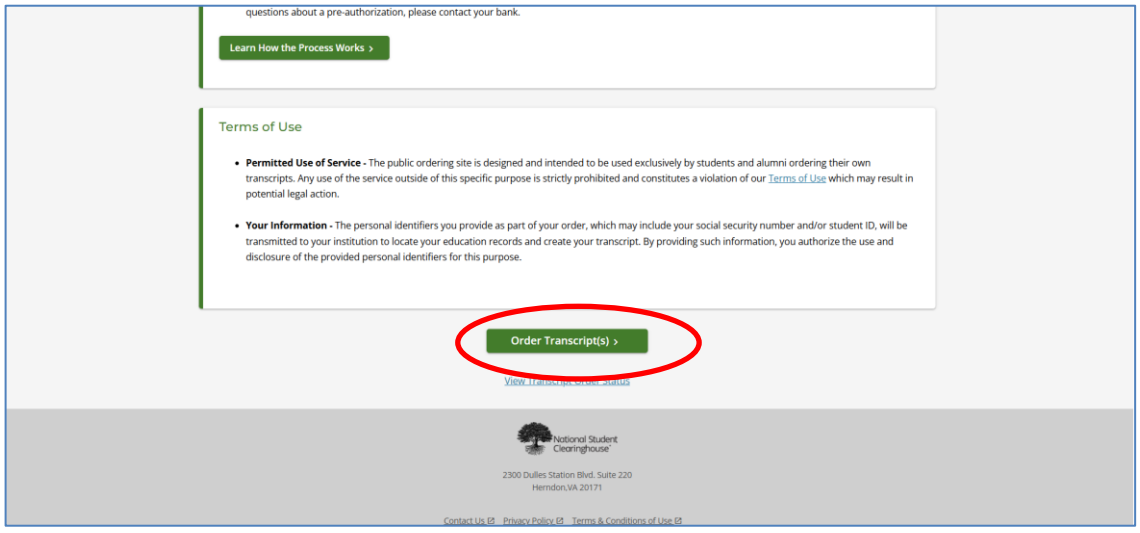
How To Order Transcripts

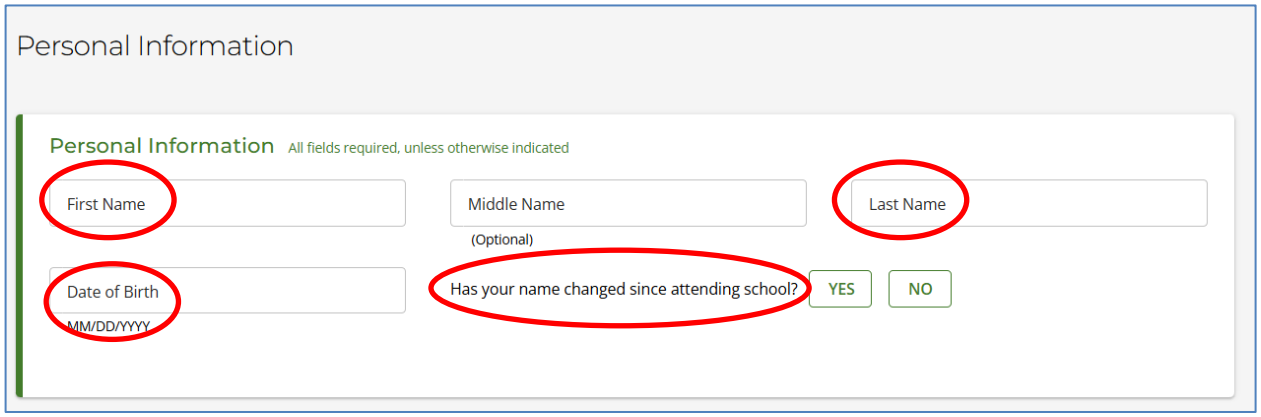
Step 1: Go to https://www.alliant.edu/registrar-services/request-transcript. Choose Official Transcript or Unofficial Transcript.



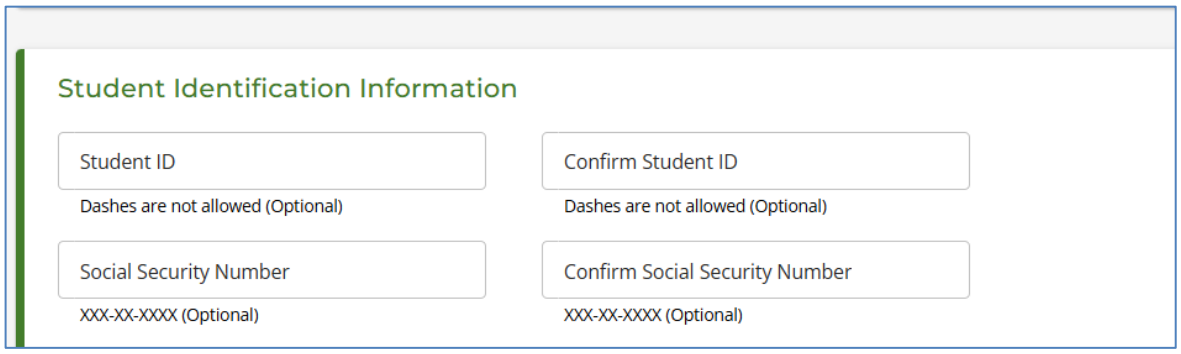
Step 2: Scroll to the bottom of the page and select Order Transcripts in the Green Box.



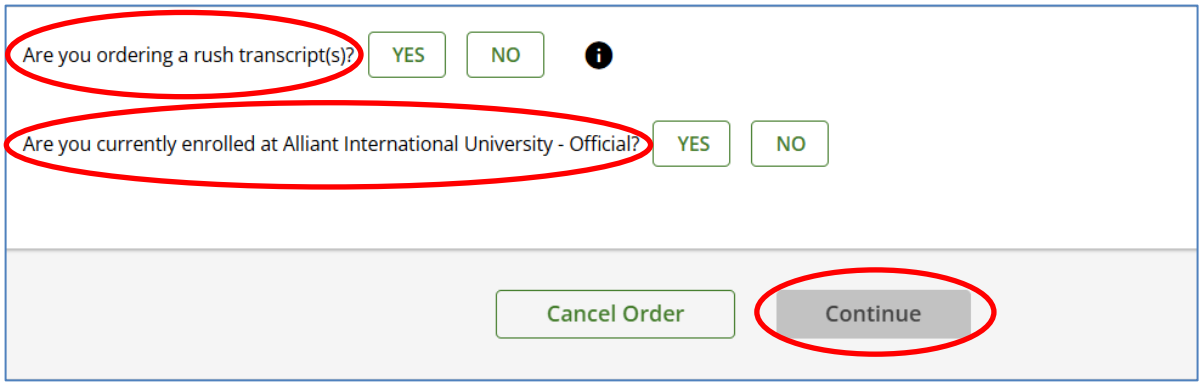
Step 3: Personal Information: Enter your first and last name, and date of birth.
Select Yes or No to the question about your name having changed since attending school.



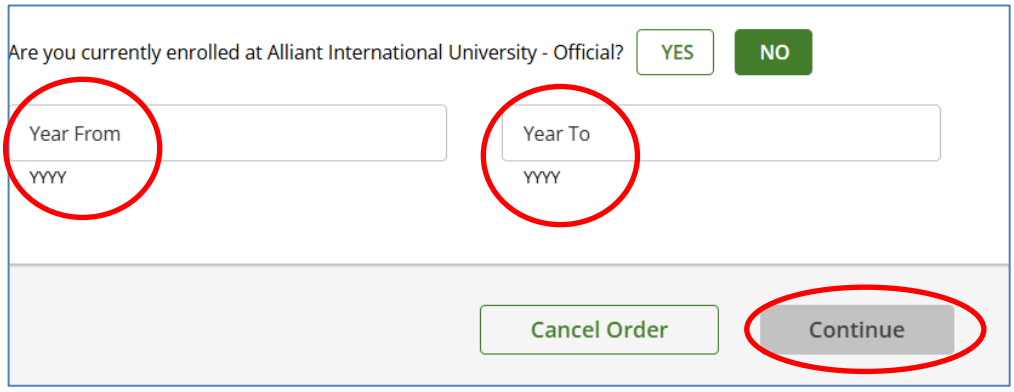
Step 4: Student Identification Information (Optional): While this information can be helpful to locate your records, it is optional. If you don't know this information or don't want to provide it, leave it blank.



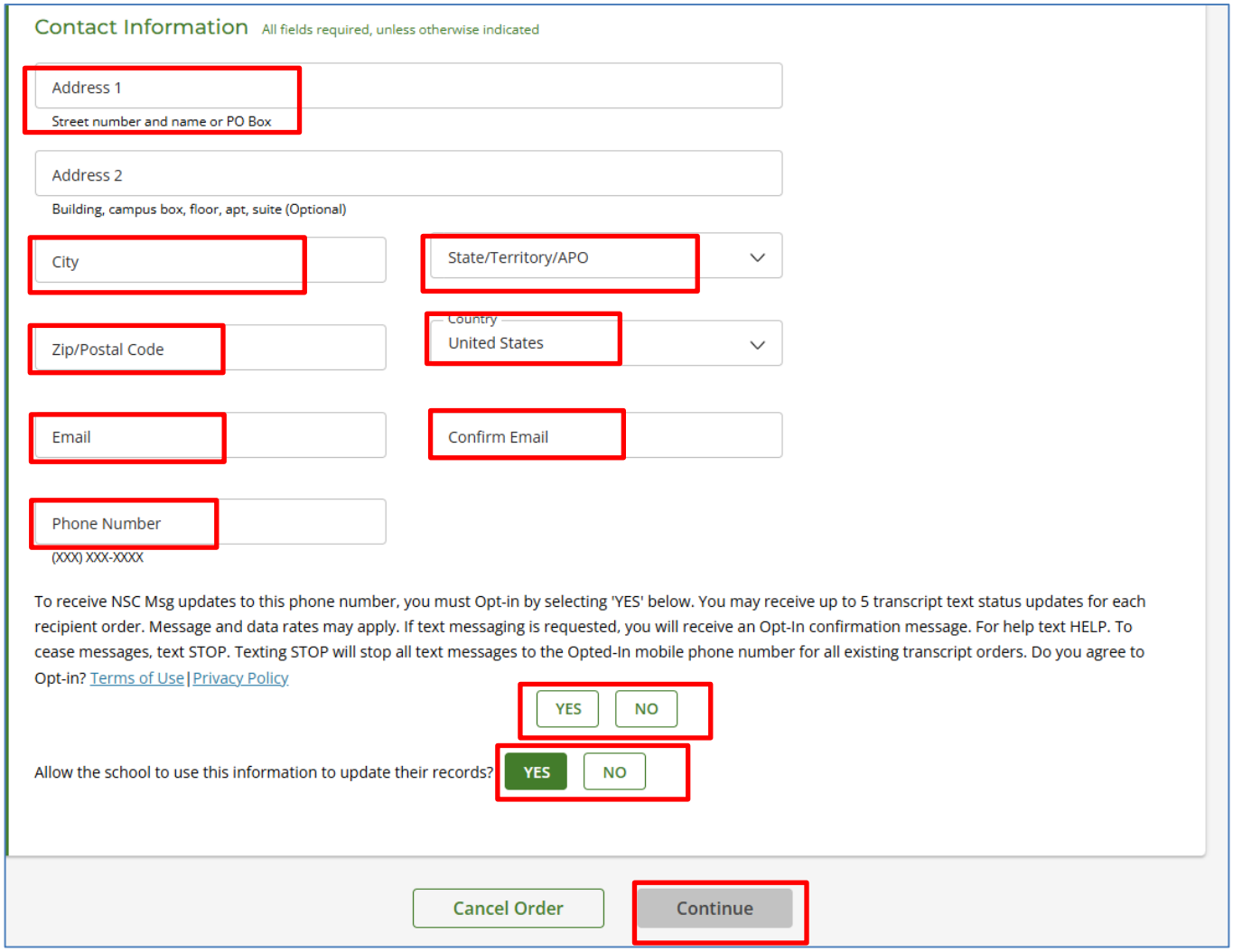
Step 5: Answer if you are ordering a rush transcript and if you are currently enrolled at Alliant. Then select Continue.



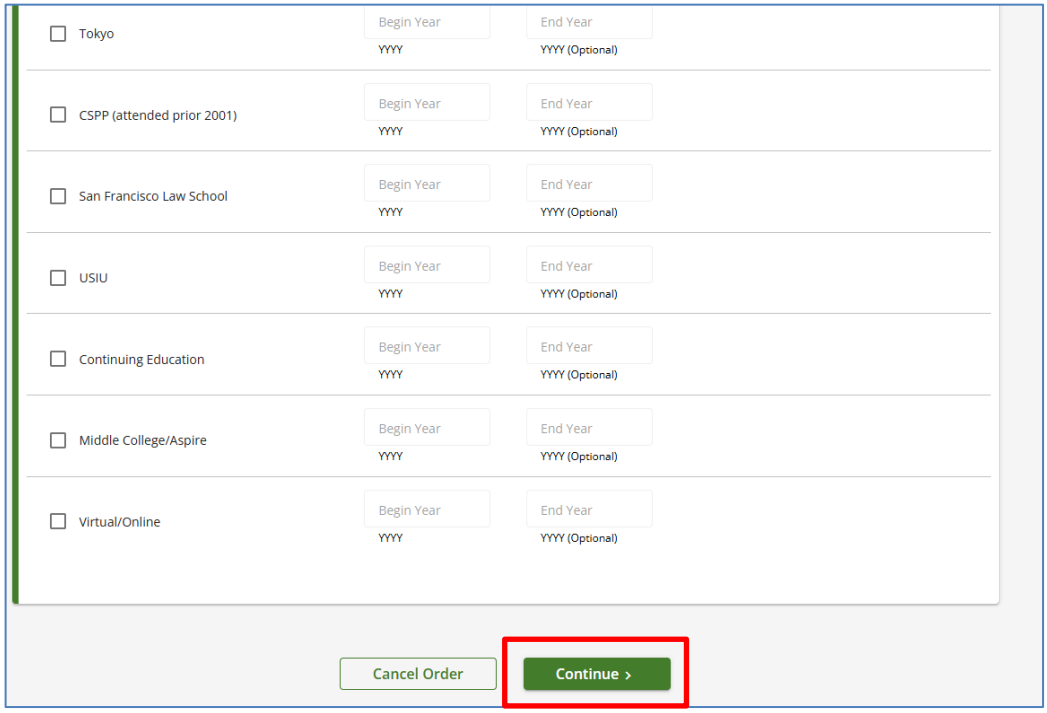
If you select that you are not a current student, you will be asked to enter what years you attended. If you don't recall, make your best guess.



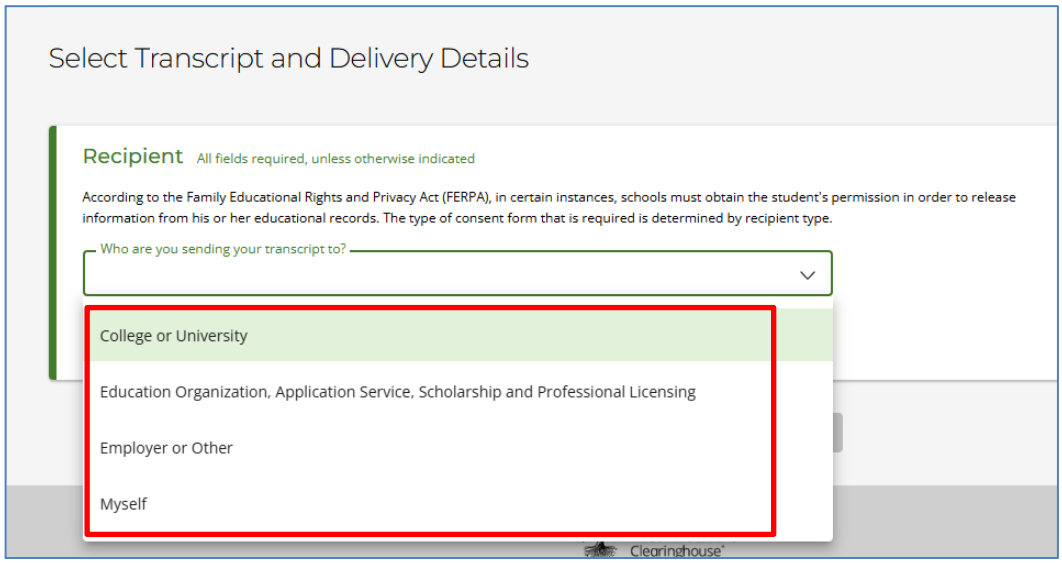
Step 6: Contact Information: Add your contact information, then select if you want to receive text messages and if you want Alliant to update their records. Then select Continue.



Step 7: Schools/Program (Optional): If you recall what campus/program/previous institution you attended, you can select it and then add the approximate years of attendance. But if you don't know, leave it blank as it's not required. Select Continue at the bottom of the page.

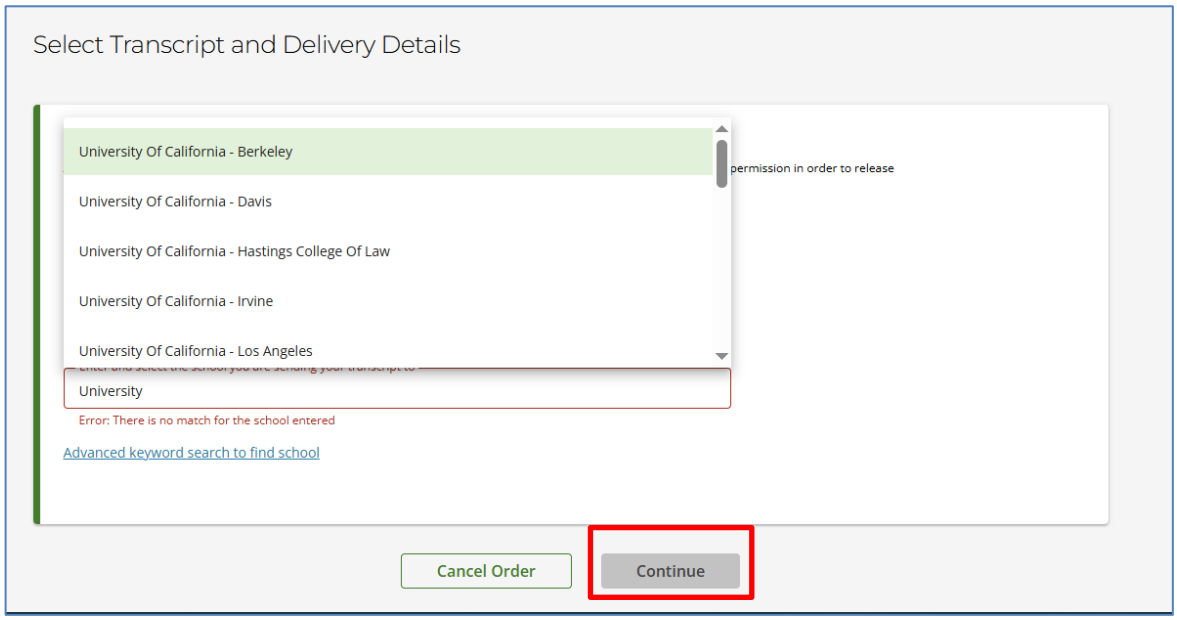


Step 8: Recipient: Choose one of the four recipient types using the dropdown menu.

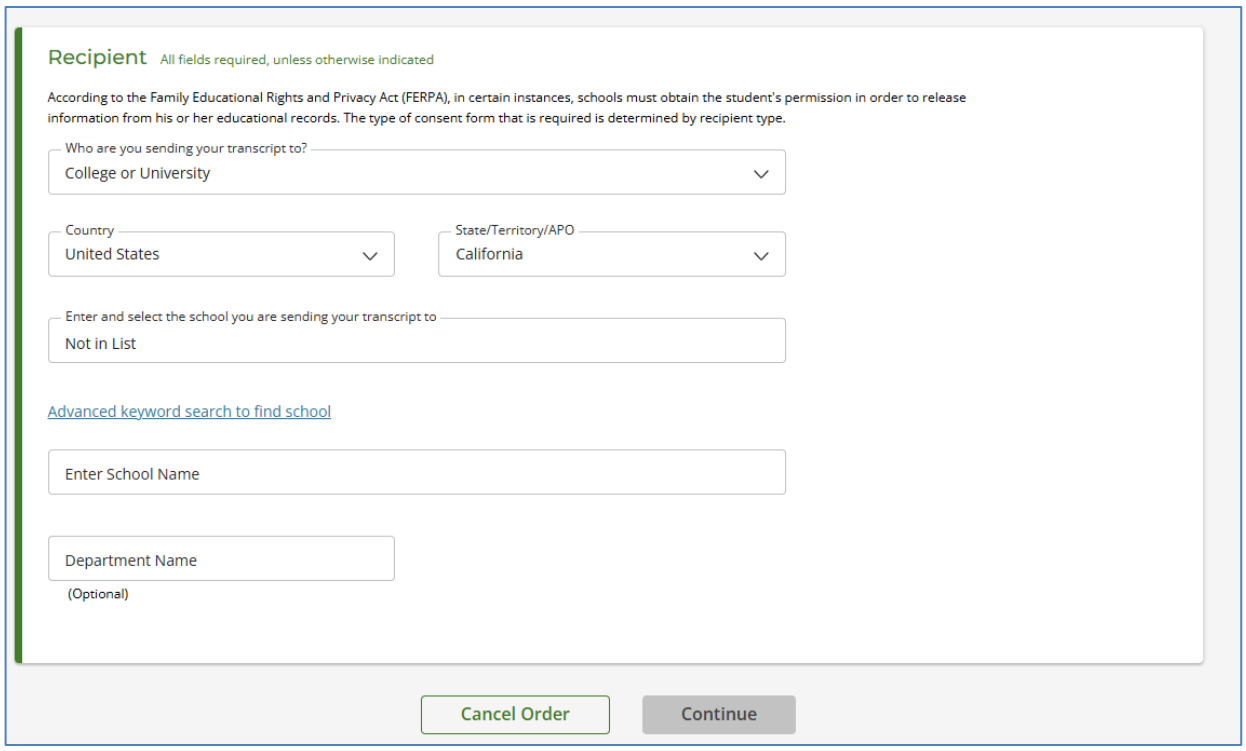


If you select College or University, you'll be asked to enter the country and state/territory/APO of that college or university. Then, a box will display where you can type in the college or university's name (a list will pop up to assist with your search). Select your school and then Continue.

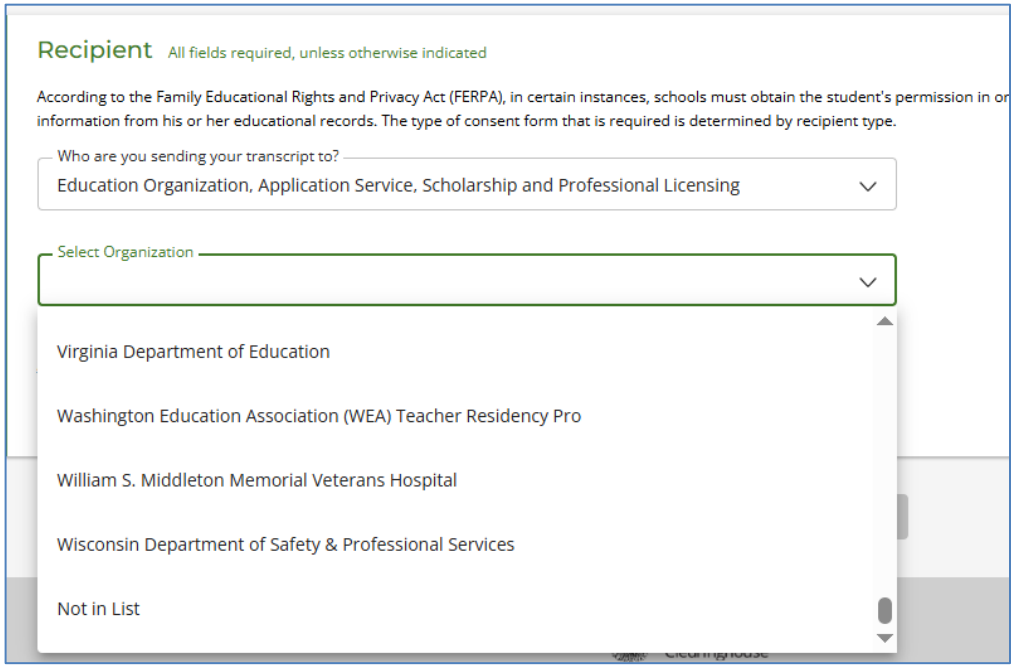
For example:



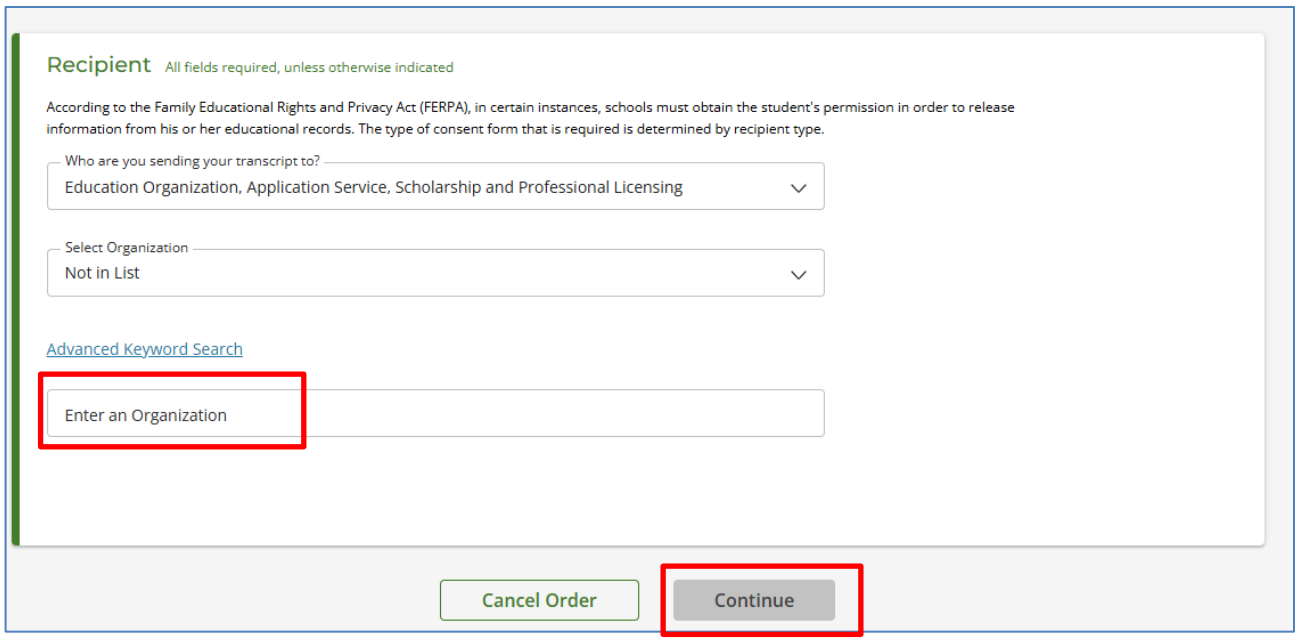
If your school's name doesn't appear, you'll have the option to enter 'Not in List.' Then, a box will appear where you can type in the school's name.



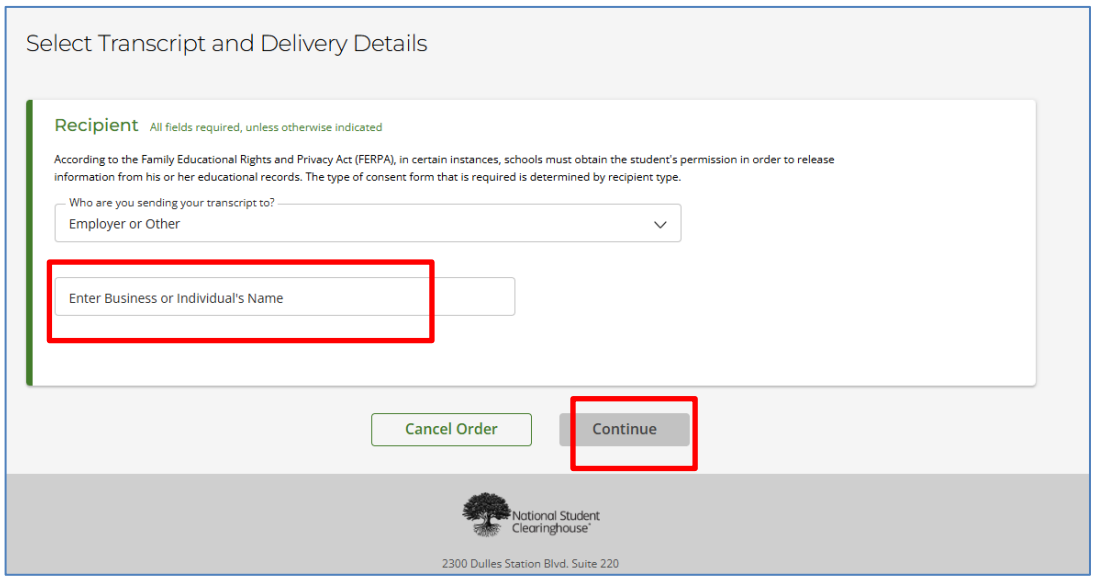
If you select Education Organization, Application Service, Scholarship and Professional Licensing, a 'Select Organization' list will appear. Find your organization on the list and select Continue. If you cannot find your organization, select 'Not in List' (the last option on the list).



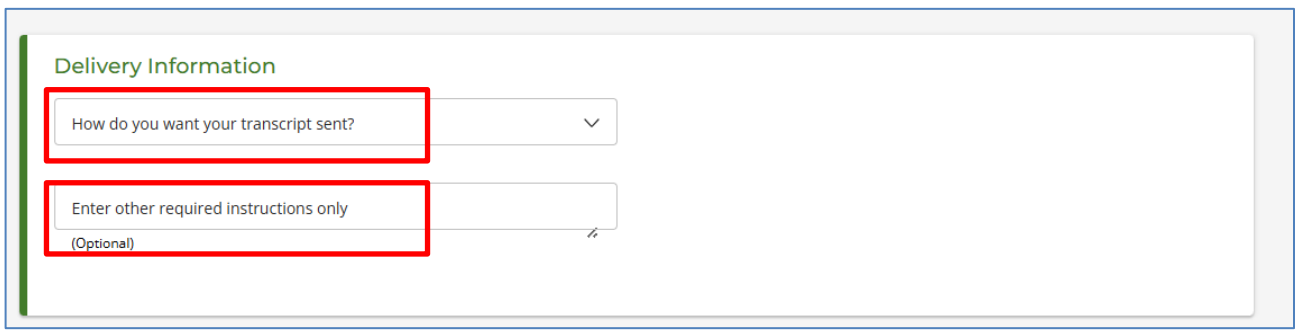
If you choose 'Not in List,' a box will appear where you can enter the organization's name and then select Continue.



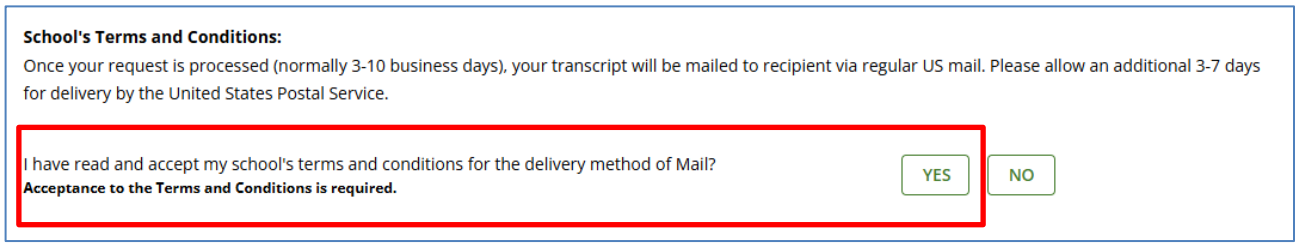
If you choose Employer or Other, a box will appear where you can type in their name, then select Continue.



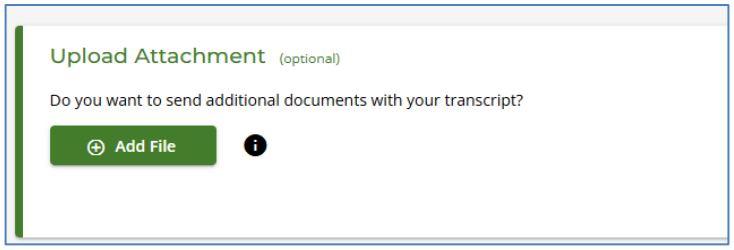
Step 8: Delivery Information: Choose your delivery preference of Electronic or Mail. You can also opt to provide any other instructions you may want to provide to Alliant.



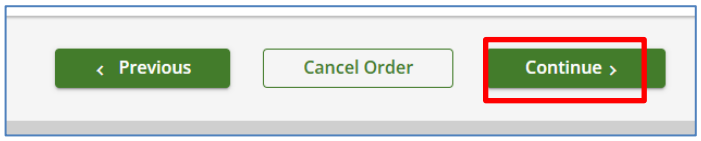
Step 9: Review School's Terms and Conditions: Review the school's terms and conditions for the delivery of your transcript (whether you choose electronic or mail). **Please note that to proceed with the order, a Yes answer is needed.**



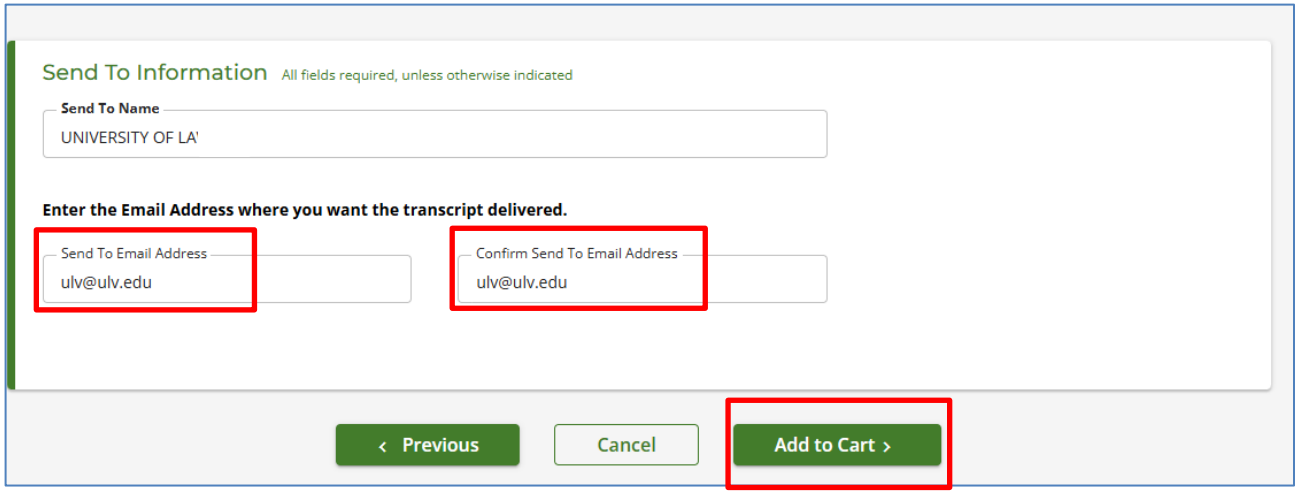
Step 10: Optional Attachment: If you have an attachment that you want Alliant to fill out and send to the recipient along with your transcripts, you'll see an option to attach the document. If you don't have an attachment, skip this step.



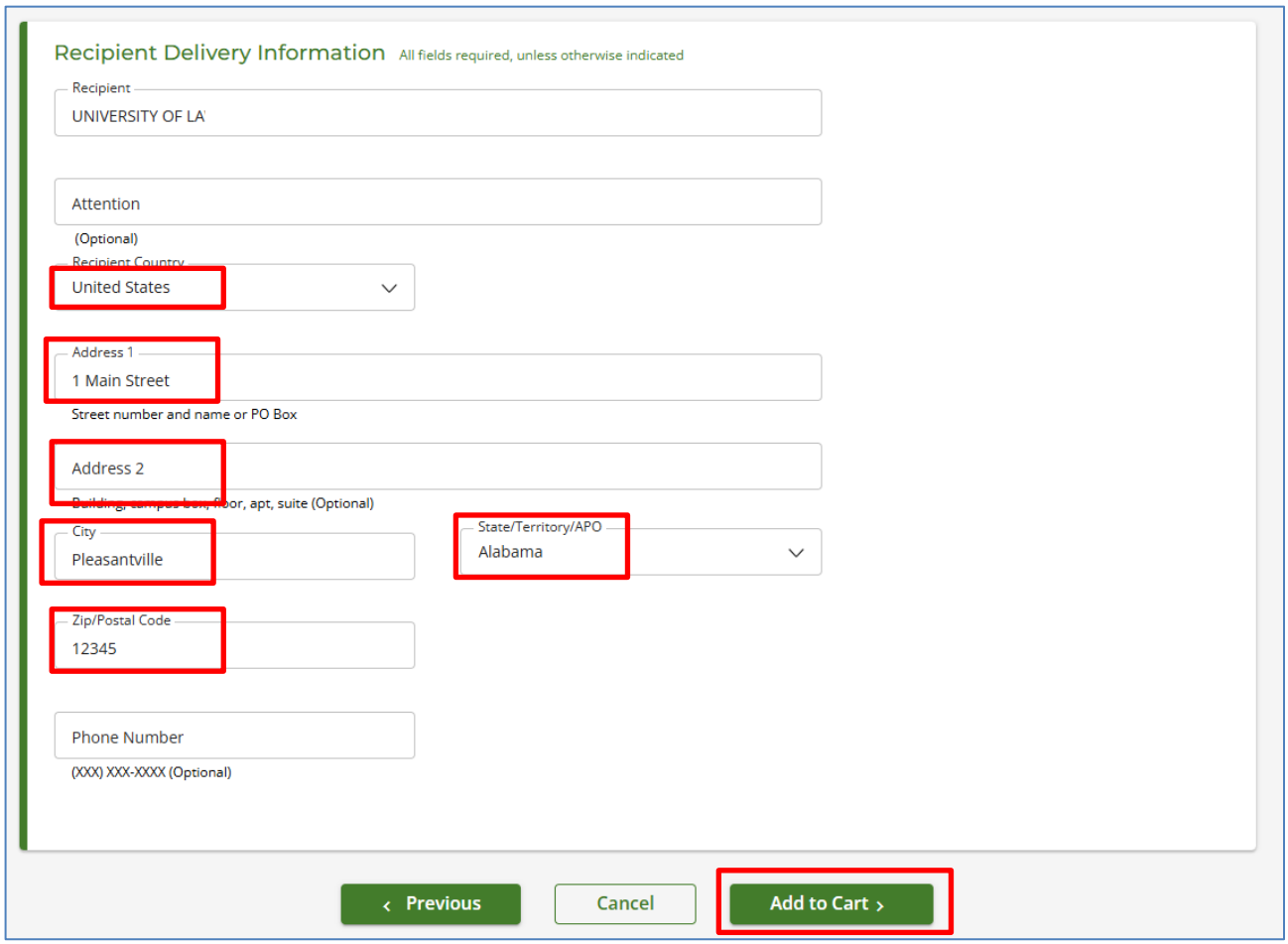
Step 11: Select Continue in the Green box.



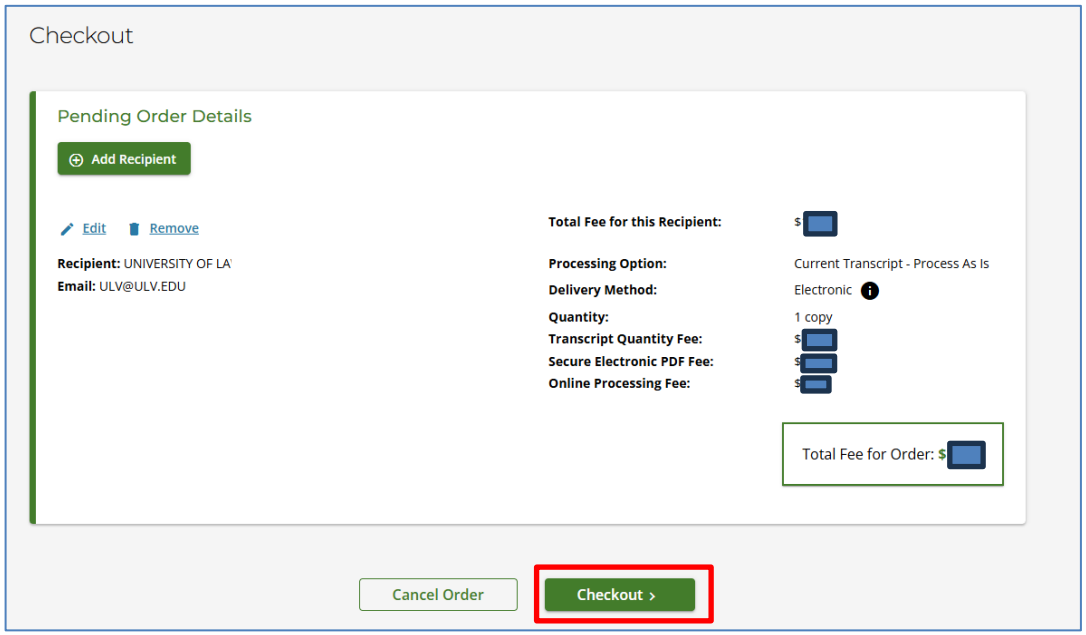
Step 12: If you have selected to have the transcript sent electronically, you'll be asked to enter the email address of the recipient and to confirm that email address.
Enter the email address and select Add to Cart.
For example:



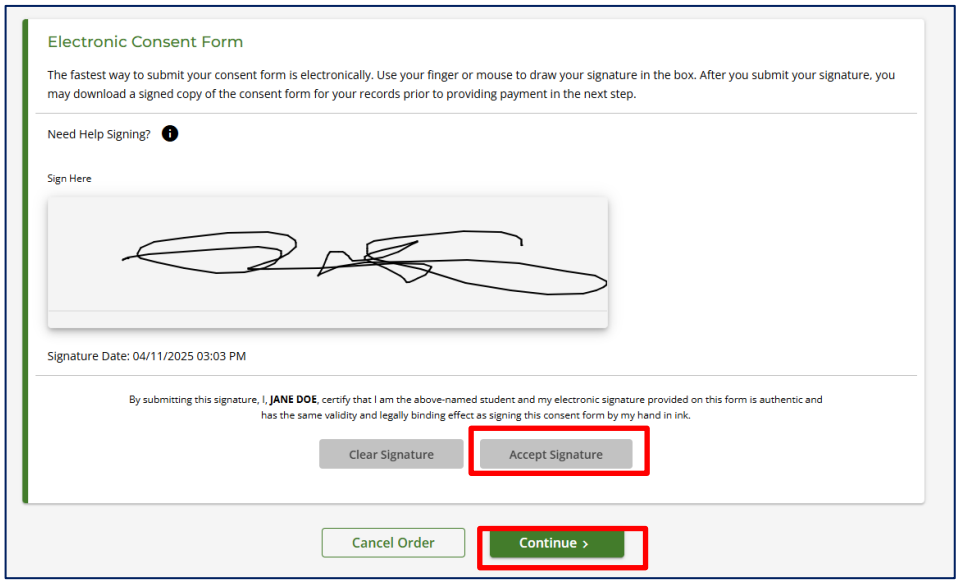
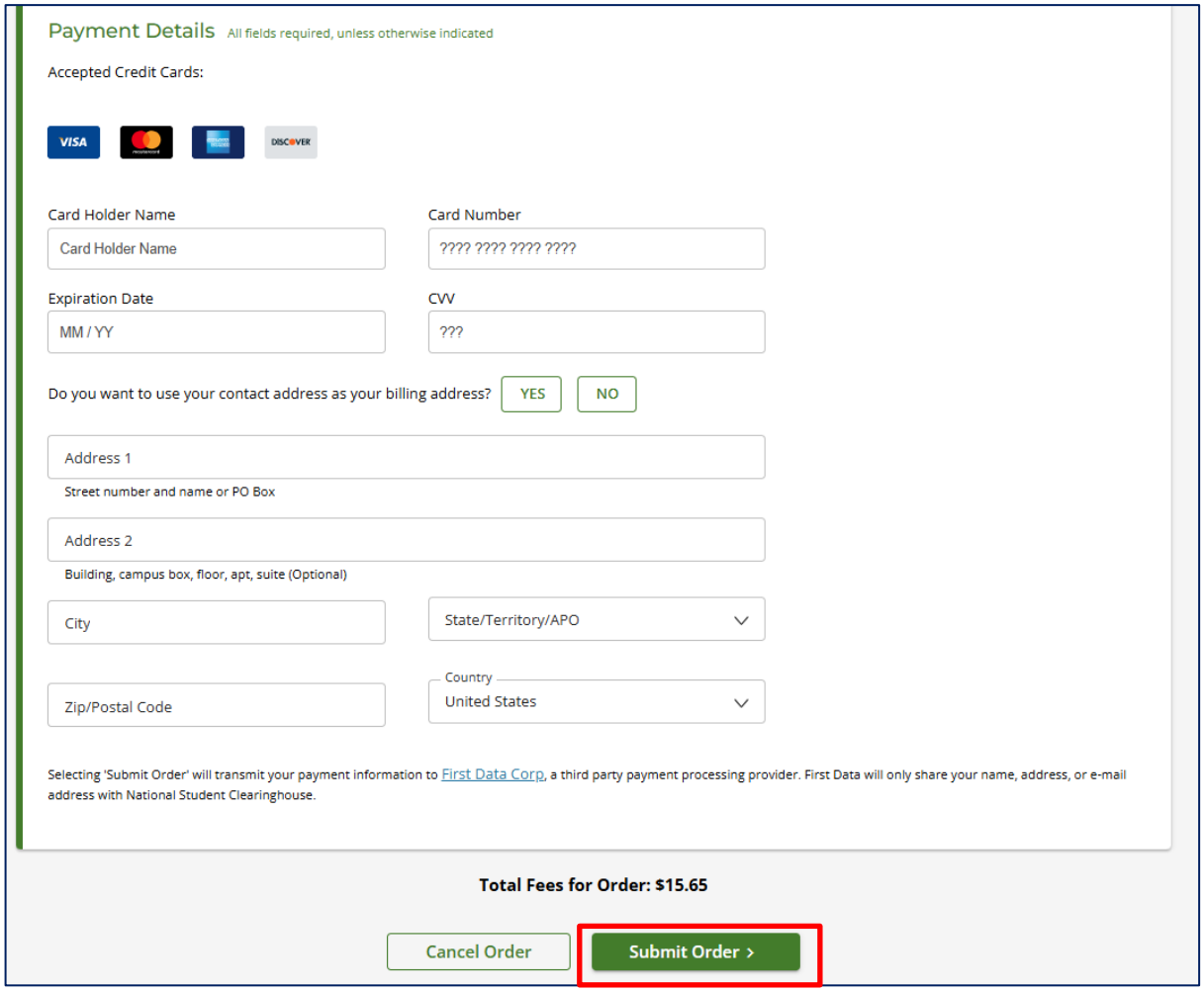
If you have selected to have the transcript mailed, enter the recipient's mailing address and select Add to Cart.
For example:



Step 13: Checkout: You'll see your total fee and the option to checkout.



Step 14: Electronic Consent: Sign using your mouse or finger. Select Accept Signature and Continue.



Step 15: Payment: Enter your payment details and submit order.