Requesting Electronic Transcripts Via MyRED - Students

Sending an electronic transcript through email is the fastest (delivery happens in a few minutes), most secure, and environmentally friendly method to request your transcript.

Please note:

- **Students who attended prior to Fall 1986 will not be able to use this method.**
- Confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).
- An e Transcript is considered official in PDF format only. If printed, the words COPY OF OFFICIAL TRANSCRIPT will appear to indicate that the paper copy is not an official institutional document.

Instructions:

1. Login to MyRed using your NUID and Password. (If you do not know your NUID or password use the TrueYou Identity Manager to recover that information trueyou.nebraska.edu)

2. Hover over the Academics tab, choose the Order Official Transcript link.
3. You will then be given the option to choose a Paper Transcript or an Electronic Transcript. Select Electronic Transcript. (Complete information and descriptions are available http://registrar.unl.edu/ordering-transcripts)

4. A new window will open taking you to the Parchment Exchange home screen. If this is your first time requesting an electronic transcript, you will be asked to register your account as shown below. The information you enter will be saved and you will be automatically logged in for future use.
5. After you are finished creating your account, or if you previously established an account, you will be asked “Where would you like your document(s) to be sent?”

The search bar allows you to search the Parchment system for preexisting emails. These emails are generally Institutions/Companies that have an agreement with Parchment and are already pre-populated with the correct email address. Typing in the name of a School or Institution and clicking the blue “Search” will show you the available addresses for that School as shown below.

If your search is unsuccessful, or you are unable to find the destination you wish to send your transcripts you can manually enter the email address by clicking the blue “Enter Your Own” link.
6. If you do not wish to use the search feature you can also enter email address by selecting the “Send to Yourself, Another Individual, or Third Party” hyperlink.

7. The screen below is the order details screen. You will see this screen whether you use the “Search” feature or choose to enter your own address, with the only change being schools selected through the search will already have a prepopulated Destination (example below).
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Order screen if using prepopulated search. * Destination is already entered.

*The ordering options are able to be adjusted using either email entry method. Processing time is when you want the transcripts to be processed.

Attachments are also optional. If you chose to add an attachment you will also be required to select the Attachment Type.

Purpose for Transcript is an optional drop down that you can choose from if you wish.
8. Once all fields are entered you can chose to Continue or Add Another item to request another transcript.

9. Choosing to Continue will bring you to your Shopping Cart Contents which will allow you to review your order. If the order is correct, click Checkout.

Remove will delete your request
Continue shopping will allow you to request an additional transcript
Update your Shopping Cart will update any changes that were made, not already shown
Checkout will take you to the Provide Consent page.

10. The Provide Consent page will show the following message. Consent is received by securely logging into MyRed. Click Next to continue.
11. The final page is the Review Order page. The Payment tab is skipped because transcripts are free of charge. If all of the information is correct click Confirm.

12. Finally, you will receive a confirmation page with an Order Number. This number can be used as a reference number for any questions regarding your Official Electronic Transcripts.