

## Requesting Electronic Transcripts Via MyRED - Students

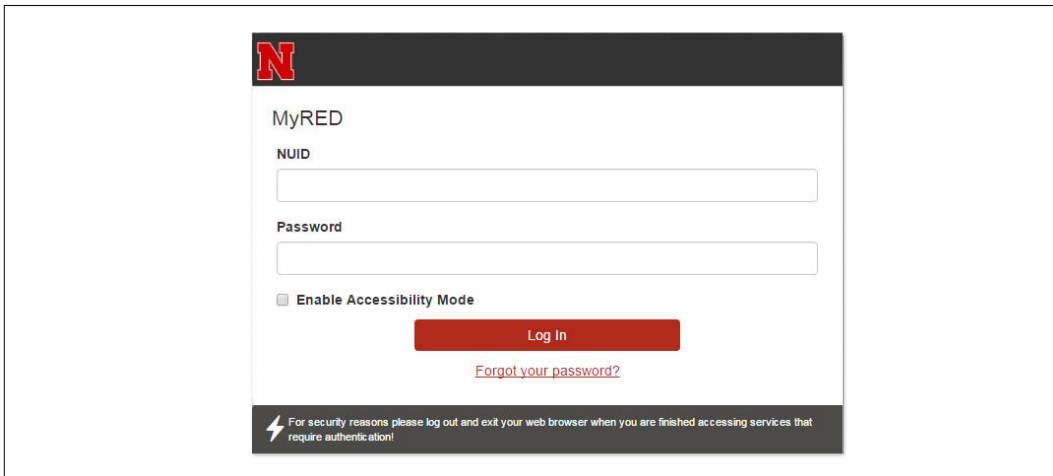
Sending an electronic transcript through email is the fastest (delivery happens in a few minutes), most secure, and environmentally friendly method to request your transcript.

**Please note:**

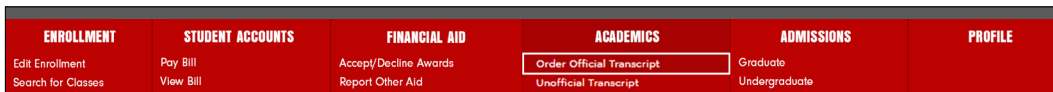
- **Students who attended prior to Fall 1986 will not be able to use this method.**
- Confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).
- An eTranscript 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.



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- 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> )

### Electronic Transcript

To request an expedited, electronic official transcript that will be delivered via email click the link below. (Note: you must supply a valid email address for delivery at the time you place the order. There is no fee for these transcripts. )

*\* Students who attended prior to Fall 1986 will not be able to use this method as those records are not in electronic format. Please submit a request to the Registrar's Office for a traditional paper transcript.*

[ORDER ELECTRONIC TRANSCRIPT](#)

- 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.*

Support | Contact Us

UNIVERSITY OF NEBRASKA-LINCOLN

1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Order

Information

Address Details

Welcome to the University of Nebraska - Lincoln 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.

**Note** This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name:

Middle Name:

Last Name:

Street Address:

Address Line 2:

City:  \* (Military Addresses: enter APO, DPO, or FPO)

State/Province:

Post/Zip Code:

Country:

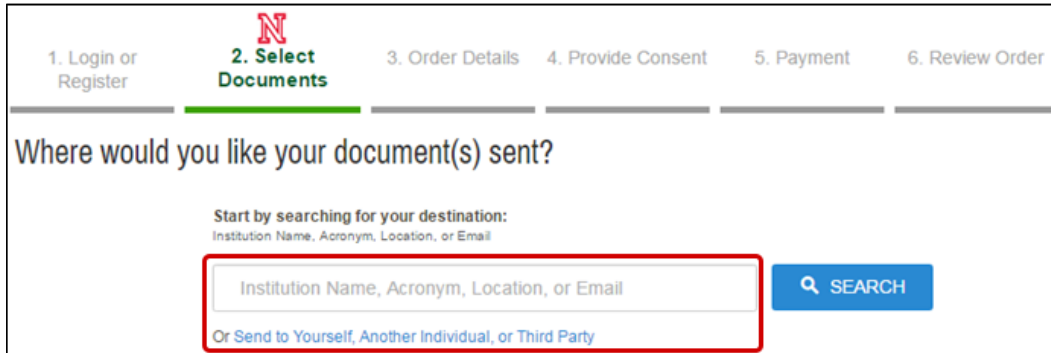
Telephone:

Email Address:

Submit

## Requesting Electronic Transcripts Via MyRED - Students

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?”



1. Login or Register   **2. Select Documents**   3. Order Details   4. Provide Consent   5. Payment   6. Review Order

Where would you like your document(s) sent?

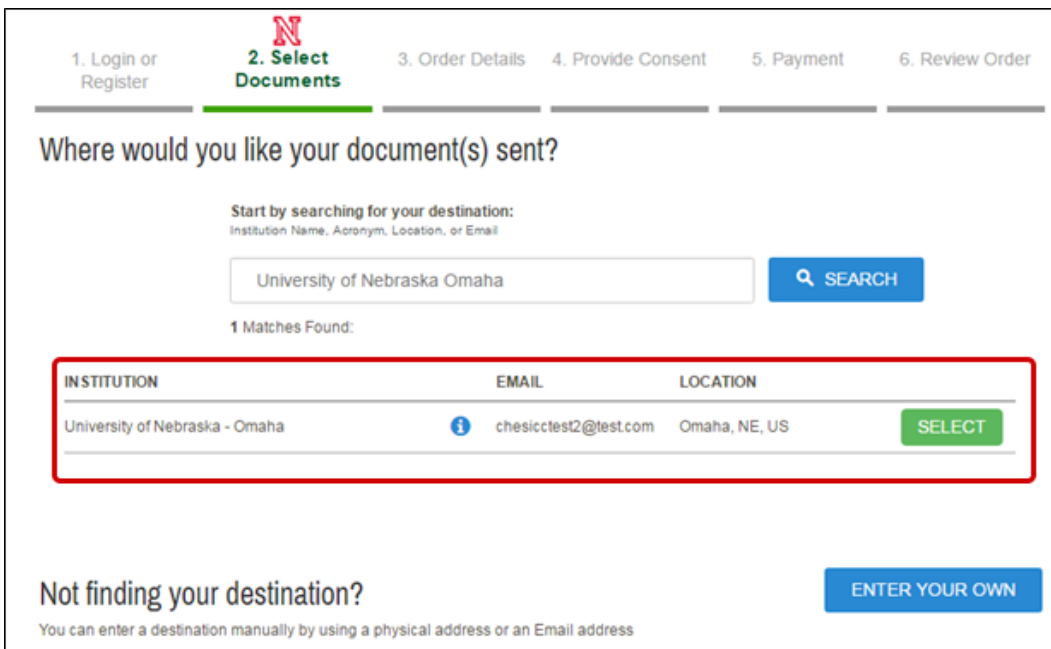
Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

[SEARCH](#)

[Or Send to Yourself, Another Individual, or Third Party](#)

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.




1. Login or Register   **2. Select Documents**   3. Order Details   4. Provide Consent   5. Payment   6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

[SEARCH](#)

1 Matches Found:

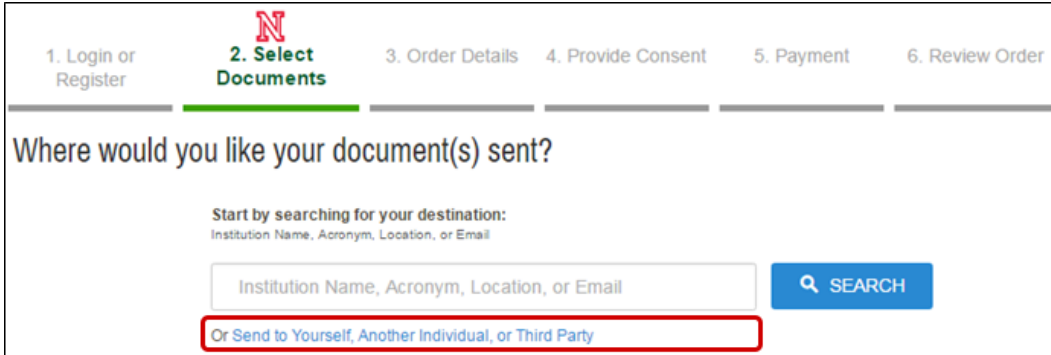
INSTITUTION	EMAIL	LOCATION	
University of Nebraska - Omaha	 chesicctest2@test.com	Omaha, NE, US	<a href="#">SELECT</a>

Not finding your destination? [ENTER YOUR OWN](#)

You can enter a destination manually by using a physical address or an Email address

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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.



1. Login or Register   **2. Select Documents**   3. Order Details   4. Provide Consent   5. Payment   6. Review Order

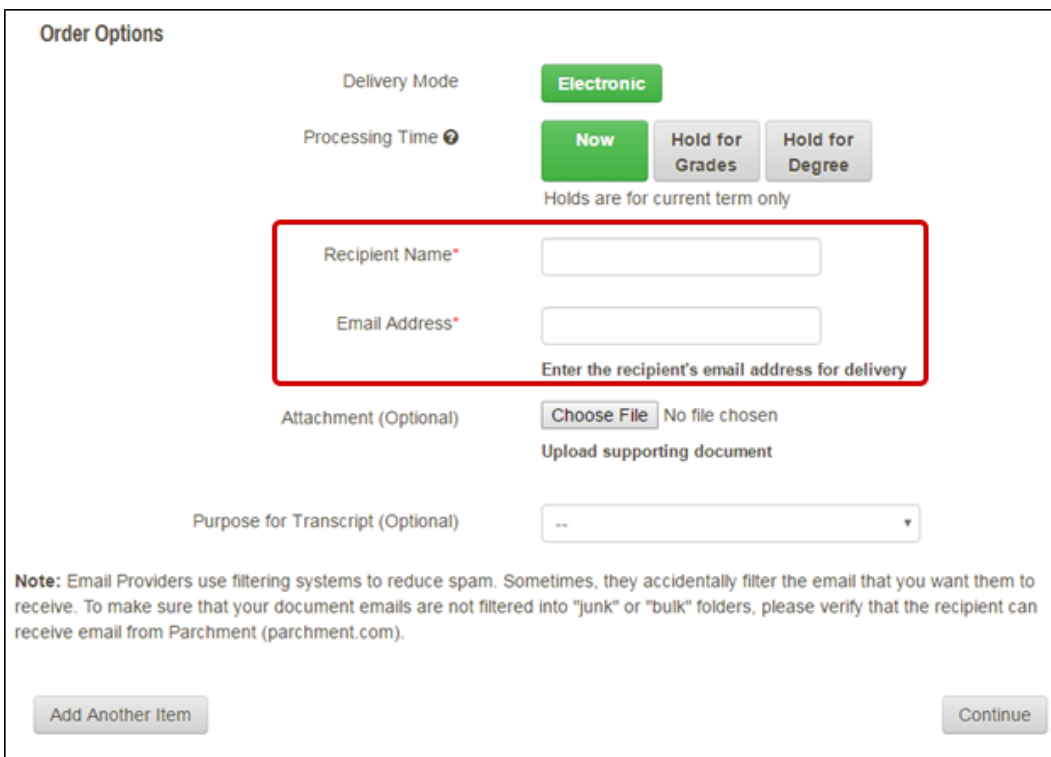
Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

Institution Name, Acronym, Location, or Email   **SEARCH**

Or Send to Yourself, Another Individual, or Third Party

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).



Order Options

Delivery Mode   **Electronic**

Processing Time ⓘ   **Now**   Hold for Grades   Hold for Degree

Holds are for current term only

Recipient Name\*  

Email Address\*  

Enter the recipient's email address for delivery

Attachment (Optional)    No file chosen  
Upload supporting document

Purpose for Transcript (Optional)  

**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).

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Order screen if using prepopulated search. \* Destination is already entered.

**Destination:**  
 University of Nebraska - Omaha  
 Omaha, NE 68182

**Document Name:**  
 eTranscript - \$0.00

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**Order Options**

Delivery Mode

Processing Time     
Holds are for current term only

Purpose for Transcript (Optional)

Attachment (Optional)  No file chosen

**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).

**Total \$0.00**

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

Processing Time     
Holds are for current term only

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

Attachment (Optional) **Selected File: Sources.docx**  
 Sources.docx

Upload supporting document  
[Remove](#)

Attachment Type \*

Purpose for Transcript is an optional drop down that you can chose from if you wish.

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- Employment
- Financial
- Graduate/Professional School
- Internship
- Personal
- Scholarship/Fellowship
- Study Abroad/National Student Exchange
- Summer School
- Test (LSAT, MCAT, etc.)
- Transfer Permanent
- Transfer Temporary
- Other

## Requesting Electronic Transcripts Via MyRED - Students

- Once all fields are entered you can chose to Continue or Add Another item to request another transcript.
- 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.

Your Shopping Cart Contents

Total Items: 1 Amount: \$0.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$0.00	\$0.00	<a href="#">Remove</a>

Delivery Mode - Electronic  
Processing Time - Now  
Recipient Name - Herbie Husker  
Email Address - hhusker1@unl.edu  
Document Date - 03/07/2017 8:17:40

Sub-Total: \$0.00

[Update Shopping Cart](#) [Continue Shopping](#) [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.

- The Provide Consent page will show the following message. Consent is received by securely logging into MyRed. Click Next to continue.

1. Login or Register   2. Select Documents   3. Order Details   **4. Provide Consent**   5. Payment   6. Review Order

Consent Received

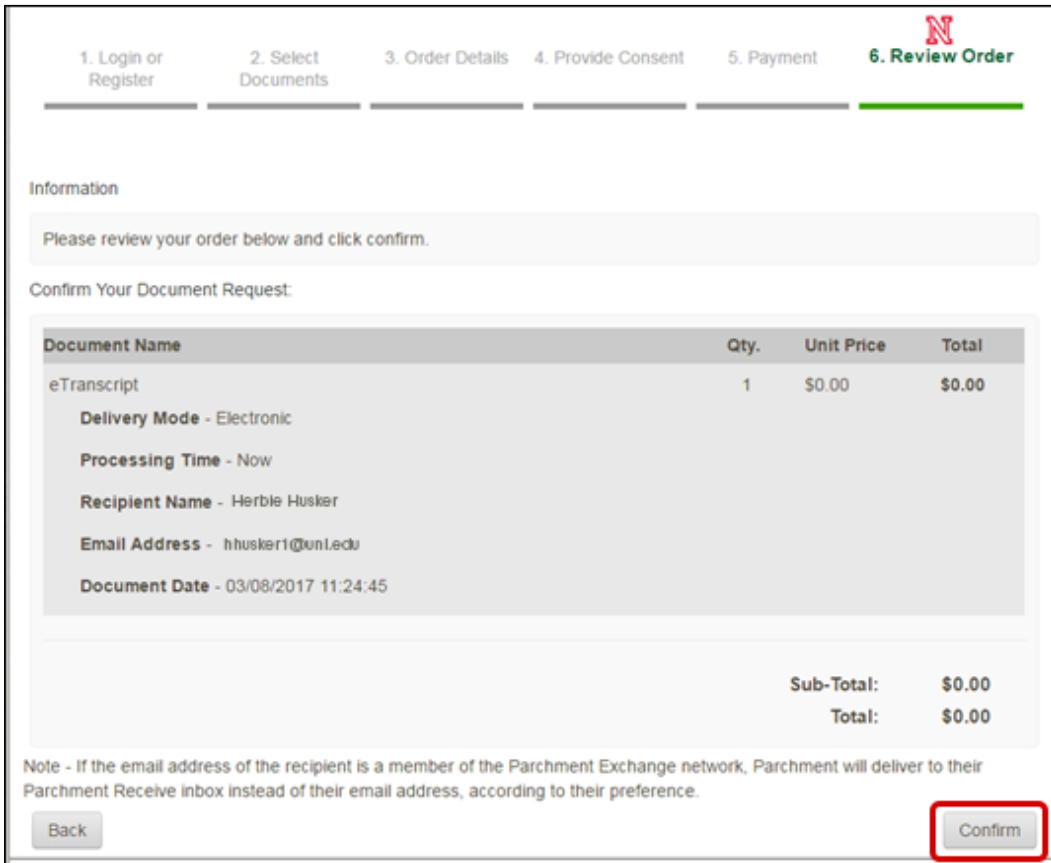
We have your consent on record, so you may proceed to checkout.

You have provided consent by accessing the Ordering Site while logged into MyRED.

[Next](#)

## Requesting Electronic Transcripts Via MyRED - Students

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.



1. Login or Register    2. Select Documents    3. Order Details    4. Provide Consent    5. Payment    **6. Review Order**

Information

Please review your order below and click confirm.

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$0.00	\$0.00

**Delivery Mode - Electronic**

**Processing Time - Now**

**Recipient Name - Herbie Husker**

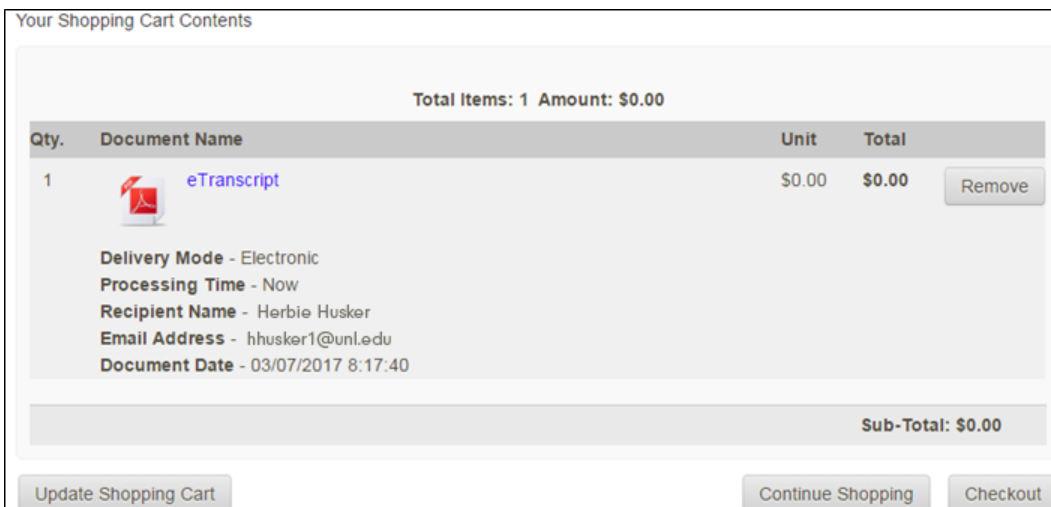
**Email Address - hhusker1@unl.edu**

**Document Date - 03/08/2017 11:24:45**

<b>Sub-Total:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$0.00</b>


Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

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.



Your Shopping Cart Contents

Total Items: 1 Amount: \$0.00

Qty.	Document Name	Unit	Total
1	 eTranscript	\$0.00	\$0.00

**Delivery Mode - Electronic**

**Processing Time - Now**

**Recipient Name - Herbie Husker**

**Email Address - hhusker1@unl.edu**

**Document Date - 03/07/2017 8:17:40**

**Sub-Total: \$0.00**