

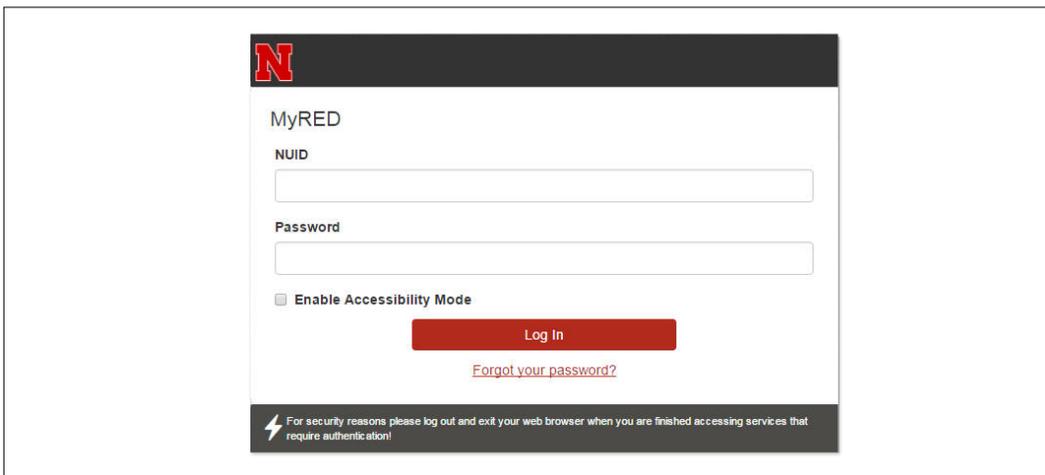
Requesting Printed Transcripts Via MyRED - Students

Please Note

- Students who graduated or stopped attending prior to Fall 1986 will not be able to use this method. Use the Transcript Request Form to order your transcript.
- To request special handling, such as separate sealed envelopes, FedEx, Transcript Certification, etc. please use the pdf Transcript Request Form.
- Only current, up to date paper transcripts can be ordered using this method. For transcript requests specifying to “Hold for Grades” or “Hold for Degrees”, either use the eTranscript method OR the Transcript Request Form.

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.

ENROLLMENT	STUDENT ACCOUNTS	FINANCIAL AID	ACADEMICS	ADMISSIONS	PROFILE
Edit Enrollment Search for Classes	Pay Bill View Bill	Accept/Decline Awards Report Other Aid	Order Official Transcript Unofficial Transcript	Graduate Undergraduate	

3. You will then be given the option to choose a Paper Transcript or an Electronic Transcript. Select “Order Paper Transcript”. (Complete information and descriptions are available <http://registrar.unl.edu/ordering-transcripts>)

Paper Transcript

To request a paper official transcript which can be picked up in the Registrar's Office or mailed through the US postal service click the link below. There is no fee for these transcripts.

[ORDER PAPER TRANSCRIPT](#)

Requesting Printed Transcripts Via MyRED - Students

4. The pop-up box below will appear:

Herbie Husker

Class Search Plan Enroll My Academics

Request Official Transcript

Select Institution University of Nebraska-Lincol

Information For Students
It is not possible to request special handling, such as separate sealed envelopes, Federal Express, hold for grades or degrees, etc. through MyRED.
Please allow two working days for processing your transcript order. Allow extra time for processing at peak periods (end of semester and commencement). Transcripts may be picked up in Canfield Administration Building, Room 107. Picture Identification is required to pick up transcripts.
Courses for the current term do not appear on the transcript until six days into the semester and grades do not appear until 1-2 weeks after the term has completed.

Select Processing Options
Select Option Standard Processing
Quantity 1

Enter Recipient Address Information
 Send To My Address
 Pickup in Office
Send To
Country: United States
Address: [Edit Address](#)

If you have attended any of the other University of Nebraska Campuses you will want to make sure UNL is selected. If you need to request transcripts for one of the other institutions you will need to do that through their respective portal.

The only Processing Option for paper transcripts requested through MyRed is Standard Processing (1-2 business days). If you need transcripts Held for Grades/Degree, you will need to fill out the Request for Official Transcript form.

Requesting Printed Transcripts Via MyRED - Students

- Once you choose your Processing Options, you can enter the Recipient Information and Submit.

Select Processing Options

Select Option: Standard Processing

Quantity: 1

Enter Recipient Address Information

Send To My Address

Pickup in Office

Send To: [Text Field]

Country: United States

Address: [Text Field] [Edit Address](#)

****Incomplete address information will delay your request.****

[Class Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ... [Dropdown] [Go]

- If you are looking to send your transcript to an address not listed in MyRed or to a third-party, enter the Recipient Name in the Send To box, and select Edit Address.

Select Processing Options

Select Option: Standard Processing

Quantity: 1

Enter Recipient Address Information

Send To My Address

Pickup in Office

Send To: [Text Field]

Country: United States

Address: [Text Field] [Edit Address](#)

Requesting Printed Transcripts Via MyRED - Students

- Clicking the Edit Address link will display a pop-up that allows you to enter the rest of the mailing address. After the address is entered click OK to go back to the Request Transcript screen.

ADLWIGG MEGDADL GLETLN

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

OK **Cancel**

- Once the request is complete and has been reviewed for accuracy, click the Submit button to submit the request.

SUBMIT **CLEAR**

- After your request is submitted, you will be directed to a Confirmation page.

Herbie Husker

Class Search **Plan** **Enroll** **My Academics**

Request Official Transcript

Transcript Request Confirmation

Request # **001757726** Request Date: **03/09/2017 OFF**

Immediate Processing

Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity: **1**

Recipient Information

Send To **LIF Red**

REQUEST ANOTHER TRANSCRIPT