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.

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 )
4. The pop-up box below will appear:

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

Transcripts can be sent to the address listed in MyRed by checking the Send to My Address box.
The Pickup in Office box will allow you to pick up your transcripts in our office at 107 Canfield Administration Bldg, City Campus.

6. 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.
7. 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.

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

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