MyRED – Official Transcript Request

Official Transcript Request
Navigation: MyRED > Academics Tab > Order Official Transcript

The **Official Transcript Request** allows you to order official transcripts directly from MyRED. To get to the Official Transcript Request page, simply log in to MyRED and select “Order Official Transcript” under the **Academics** tab.

There are three options for sending transcripts:

1. Select **Send To My Address** and then select the **Address Type** from the drop-down box.

2. If you would like to pick up the transcript in Canfield Administration, Room 107, check **Pickup in Office**.
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3. If you need to send it to a third party, (a) type the Recipient’s Name in the **Send To** box, (b) click on the **Edit Address** link, (c) enter the full address in the **Address** fields, (d) double-check the information and click “Submit”.

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3. Third-Party option

- **Send To**
  - Type recipient’s name

- **Edit Address**
  - Select
  - Enter full address and click **OK**

- **Select Processing Options**
  - Select Option: **Standard Processing**
  - Quantity: 1

- **Enter Recipient Address Information**
  - Check None: **Send To My Address**
  - **Pickup in Office**
  - **Send To**
  - **Address**
  - **Country**: United States
  - **Address**: Department of Admissions
  - **Address**: 1234 Imaginary Building
  - **Address**: 567 South Made-Up Lane
  - **City**: Fiction City
  - **State**: IA
  - **Postal**: 12345

- **Submit**

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

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