



## HOW TO REQUEST *OFFICIAL* TRANSCRIPTS ON BANNERWEB

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- ❑ Go to **my.ltu.edu**.
- ❑ Click the tab, **BannerWeb** then login to secure area
- ❑ Enter your newtwork credentials **Username** (This is your LTU email address minus "@ltu.edu". Alumni use their 5-digit student number with a 0 (zero) in front of it)
- ❑ Enter your network credentials **Password** (If this is your first time on BannerWeb, your PIN will be your birth date in the format: **MMDDYY**. After you login for the first time, you will be prompted to enter a new six digit PIN of your choice)
- ❑ Click **Login**
- ❑ Select  
**Student Services and Financial Aid, Student Records, Request Printed Transcript**
- ❑ To **Select a mailing address** you may either:
  - Enter an External College Code (or click Look Up College Code to search)
  - OR-
  - Select one of your personal addresses
  - OR-
  - Select an Internal College
  - OR-
  - Type a name or email address in the "Issue to" field
- ❑ Click **Continue**
- ❑ On the **Select Transcript Type** page, verify or enter the address you wish to have printed on your transcript.
- ❑ Change Transcript Type to **Official Transcript** and continue
- ❑ On the **Transcript Request Information** page, enter the **Number of Copies** (The maximum amount is 5 at one time)
- ❑ In-progress courses will be included on your transcript; you may change the cut-off term for these courses.
- ❑ To the right of **Print Transcript:**
  1. Select **As soon as possible** to have your transcript request completed within two business days.
  - OR-
  2. Select **Hold for grades** to have your transcript request completed after the current-term grades are posted.
  - OR-
  3. Select **Hold for degree** to have your transcript request completed after your degree is posted.
- ❑ To the right of **Delivery Method**
  1. Select **Pick-up** if you wish to pick up your transcript at the One Stop Center after **2 days**
  - OR-
  2. Select **Standard Mailing** to have your transcript mailed to the address selected
- ❑ Click **Continue**
- ❑ Review the information on the **Transcript Request Confirmation** page. If there is any incorrect information, use your browser's **Back** button and correct the appropriate fields.
- ❑ Click **Submit Request**