

### *UN-official Transcripts*

An UNOFFICIAL copy of your transcript may be obtained on the Internet. Classes taken *before* 1989 are not available online.

1. Go to MSU-Bozeman's Homepage: <http://www.montana.edu>
2. Click on the "My Info" link under "Current Students"
3. From the "My Info" page, choose "Log-in to Secure Area"
4. On the "User Log in" page, enter your ID, which is your Student ID with the dash (-00000000) or your Social Security Number without dashes, and enter your PIN. If your PIN does not work and you cannot answer the "Forgot PIN" question, contact the Registrar's Office (406-994-5524).
5. Once you have logged-in, select "Student Services & Financial Aid."
6. From the "Student Services & Financial Aid" page, click on the link to "Student Records."
7. Next, choose the "Academic Transcript" link.
8. From the "Display Transcript" page, select "All Levels" and "Web Transcript," then click on the "Display Transcript" button at the bottom of the page.
9. When you are done viewing your personal information, be sure to exit the system by clicking on the "Exit" button at the top of the page.

Official Transcripts may be *ordered* online through our contracted vendor, the National Student Clearinghouse®. Go to [getmytranscript.com](http://getmytranscript.com) to access the National Student Clearinghouse, and select Montana State University-Bozeman to begin the order process. You must have a valid major credit card, an email address and access to a fax machine or scanner to use this service. The cost for each transcript is \$3.00, plus an additional processing fee of \$2.25 for each recipient.

For more information on Transcripts, e-mail [transcripts@montana.edu](mailto:transcripts@montana.edu) or call (406) 994-5521