

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" button on the "Campus Tools" bar at the bottom .
3. From the "My Info" page, choose " Enter Secure Area"
4. On the "User Log in" page, enter your User ID, which is your 8 digit Student ID number or your Social Security Number, and enter your PIN. The system will prompt you with detailed instructions if your pin has expired. If you have other problems with your PIN, you may go to the "My passwords" link which is below "my info" or contact the Registrar's Office for assistance (994-6650).
5. Once you have logged-in, select "Student Services".
6. From the "Student Services" 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 "submit " 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.

(To copy/paste on a Microsoft Word document, you must expand both side margins to .25)

Official Transcripts may be *ordered* online through our contracted vendor, the National Student Clearinghouse®. Once you have logged into the "my info" site, and completed step 5, choose the "Official Transcript" link. Then select " Go to Clearinghouse site", where you will "order a transcript" through our online vendor. You must have a debit or credit card and email address 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, call (406) 994-5521 or e-mail transcripts@montana.edu .