Creating a UT Dallas Transcript Account for Current Students

1. Sign in to the Galaxy portal
2. Click on the “Order Official Transcript” link under Orion Self-service.
3. Confirm and correct the information pre-entered from your Orion account.

4. Click Submit

Creating a UT Dallas Transcript Account for Alumni and Former Students

1. Go to www.utdallas.edu/registrar/transcripts and click on the UT Dallas Transcript Storefront link.
2. Click the Log in or create a new account link
3. Click on the Create Account link

4. Fill out the fields and click Submit. This completes the account creation process.
5. A welcome email will be sent to the email address submitted for account creation. Please make sure to allow emails from @addsmail.com.