Account information

1. **Alumni and Former Students** go to [www.utdallas.edu/registrar/transcripts](http://www.utdallas.edu/registrar/transcripts) and click on the **UT Dallas Transcript Storefront** link
   - Log in to the UT Dallas Transcript Ordering Portal and click **Sign-in**. An account must be created before ordering a transcript
2. **Current Students** log in to your Galaxy portal and choose the “Order Official Transcript” link. An account must be created before ordering a transcript.
3. Click My Account for account information and options

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**To Update Account Information**

- Click **View/Edit My Account Information** to change/update
  - Current students will be unable to edit Date of Birth once entered. If an error needs to be corrected call the Registrar’s Office at (972) 883-2342 or email transcripts@utdallas.edu from your UTD email account.
- Click **View/Edit My Address Book** to change/update/add addresses.
To View Order History

1. Click **Show all Orders**.
2. Click **View** next to each order to see order details and processing.
**Order #24277**

<table>
<thead>
<tr>
<th>Products</th>
<th>Status</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>29455 - eTranscript</td>
<td>Processing</td>
<td>1</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**Delivery Mode** - Electronic  
**Email Address** - Records@utdallas.edu  
**Processing Time** - Now  
**Recipient Name** - Test University  
**Document Date** - 02-24-2012 17:54:45

<table>
<thead>
<tr>
<th>Status History &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>02/24/2012</td>
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</tbody>
</table>

**Billing Address**

Test Student  
800 W. Campbell Road  
Richardson, TX 75080  
United States

**Payment Information**

**Payment Method:** Credit Card via Authorize.NET's Secure Checkout