Convert Current Student to Alumni Access

Students who have access to Galaxy may order transcripts using the Orion Self-Service link in the Galaxy portal.

Students who no longer have access to Galaxy need to convert their account type, to be able to order transcripts from the UT Dallas Transcript Storefront.

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
2. Click on the link: **log in or create a new account**
3. Scroll down the page to enter required information in the Address Details, Authentication Details and Login Details section.

Please note: the email address being used to set up the new account must be different from the email address used in your old account.

Set a password for your new account.
Enter the CAPTCHA text in the box below, and click the “Submit” button.
4. **In this section, enter your old email address which was used to set up the original account.** In most cases, the email address will be your netID@utdallas.edu. The netID is the ID that you used to log in to Galaxy. It contains 3 letters followed by 6 numbers.

If you used an alias address, such as yourname@utdallas.edu, or used a non-UT Dallas email address to set up your old account, you must enter that address in this field.
5. When asked if your old account should be deactivated and a new account should be created, choose “Yes.”

Enter the CAPTCHA text in the box below and click the button that says “De-activate Old/Create New Account.”
6. If your account converted successfully, you will arrive at this screen and can start the ordering process. If you do not see this screen, you may have entered the incorrect email address.

Please contact the UT Dallas Transcript Team for assistance.

You may call us at 972-883-2342 or email our public bulletin board at transcripts@utdallas.edu.