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
New User

To request a transcript, you must log in or register by creating a new account. If you have already registered, please enter your email and password to the left and click “sign in.”

If this is your first time using the online order system, please click “create account” and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your order.

Create Account

Returning Users

In order to continue, please login to your account.

Email Address: 
Password: 

Forgot your password?

Sign In
3. Enter your address details, Authentication Details and Login Details then click on submit.
4. Tell us where you want your transcripts sent. Enter an **Institution Name or acronym** into the search box or choose **Send to yourself**, another **individual** or **third party**. Where your chosen destination has a preferred delivery method, that method will be automatically selected.
5. **Select** where you want your transcripts sent.
6. Select how you want your transcript delivered. Via mail or by electronic delivery.
   a. To order electronically, Click on the green Electronic Button
   b. Enter the receiver’s email address if required
   c. Select the purpose of your transcript request (optional)
   d. Click Continue
6a. Review your order details and then click on Check Out.
6b. Sign for your transcript and click on Accept and Continue. Please note, in some cases, signed consent will be collected to meet FERPA requirements.
To Order a Paper Transcript:

7. Click on Switch to Mail Delivery
8. Click on No, Send by Mail

Note: Mailing Options

- Standard (U.S. Postal Service)
- Expedited – U.S. address (no P.O. Box address, $10)
- Expedited – International (no P.O. Box address, $25)
9. **At the Select Product Type Screen, Select Paper Transcript.** If you are ordering a transcript for dental, law or medical applications, select the Medical, Law, Dental Application Services Purpose Only option.
10. At the Product Description screen, enter receiver’s address and Click on Continue.
11. After entering the receiver’s address, enter order options for mailing method, (delivery phone number is required for express shipping), optional transcript purpose and Quantity up to 5.
12. **Review** your Shopping Cart Contents and Click on **Check Out**.
13. Sign for your transcript and click on Accept and Continue. Please note, in some cases, signed consent will be collected to meet FERPA requirements.
14. Then click on **Accept Signature and Continue**.
15. Input credit card Information, verify billing information and click **Next**.

- Please do not ‘double-click’ the Submit button. Doing so will produce an error.
16. Confirm your **Billing Information** then click on **Next**.
17. Your order is complete. An order receipt email will be sent to the email address submitted during account creation. Please make sure to allow emails from @parchment.com.
Ordering Medical, Dental and Law Transcripts

1. At the Select Product Type Screen, select Medical, Law Dental Applications Services Purpose Only Paper.
2. At Product Description Screen, Enter details requested.
3. Review your cart details. Click on **Check out**.
4. Sign the form and click **on Accept and Continue.**
5. Verify your signature and click on Accept Signature and Continue.
6. Enter payment information. Then click **Next**.
7. Confirm your billing information. Then Click Confirm.
8. Your order is complete. An order receipt email will be sent to the email address submitted during account creation. Please make sure to allow emails from @parchment.com.