

Account information

1. **Alumni and Former Students** go to 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

Home | **My Account** | FAQ | Contact Us Documents | Log Out

UT DALLAS Transcripts

Shopping Cart [view]
Your cart is empty.
Continue Shopping

Identity Theft Protected
securityMETRICS Credit Card

Login or Register Select Documents Provide Consent Payment Information Review & Submit Order

University Transcript Ordering Portal
Hello Test!

UT Dallas provides two transcript delivery options: an official electronic transcript or an official paper transcript.

Home | My Account | FAQ | Contact Us Documents | Log Out

UT DALLAS Transcripts

Shopping Cart [view]
Your cart is empty.
Continue Shopping

Identity Theft Protected
securityMETRICS Credit Card
SAFE

My Account

- View/Edit My Account Information.
- View/Edit My Address Book.
- Change My Password.

Previous Orders (show all orders)

Date	Order #	Status	Consent?	Total	View
02/25/2012	24278	Processing	Yes	\$10.00	View
02/24/2012	24277	Processing	Yes	\$10.00	View

To Update Account Information

- Click **View/Edit My Account Information** to change/update
 - a. 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.

My Account

- [View/Edit My Account Information.](#)
- [View/Edit My Address Book.](#)
- [Change My Password.](#)

To View Order History

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

Previous Orders

[show all orders](#)

Date	Order #	Status	Consent?	Total	View
02/25/2012	24278	Processing	Yes	\$10.00	View
02/24/2012	24277	Processing	Yes	\$10.00	View

Order Number: 24277

Order Status: **Processing**

Order Date: Friday 24 February, 2012
Billed To: Test Student
Products: 1
Order Cost: \$10.00

[View](#)

Displaying 1 to 2 (of 2 orders)

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Order #24277

Products	Status	Qty.	Total
29455 - eTranscript	Processing	1	\$10.00
Delivery Mode - Electronic			
Email Address - Records@utdallas.edu			
Processing Time - Now			
Recipient Name - Test University			
Document Date - 02-24-2012 17:54:45			
			Sub-Total: \$10.00
			Total: \$10.00

Status History & Comments

Date	Order Status	Comments
02/24/2012	Processing	Document 29455 updated: The document request was submitted for processing. Document updated to Processing
02/24/2012	Pending	Processing Document #29455
02/24/2012	Pending	Credit Card payment. AUTH: ██████████ TransID: ██████████.
02/24/2012	Pending	Thank you for your document request

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

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