Step-by-Step Instructions on How to Print a Graduation Verification Letter
1. Go to utdallas.edu and select the Galaxy link in the top right hand corner of the home screen.

2. Login to galaxy using your NetID and password.
   - If you don’t know your NetID and password, please contact the computer help desk under the help section of the login screen.
3. Select the ‘Orion Student Center’ link under Orion Self-Service.
4. Within your Student Center open the “other academic…” drop down menu and select “Graduation Verification Letter.”

5. Use the magnifying glasses to select the appropriate Degree, Academic Plan, and Confer Date.
6. Click “Print” to print your Graduation Verification Letter.