

## Order Official Transcript

Students select the Transcript Ordering link on the Student Center page to be transferred to the **Credentials, Inc.** web page where they may order official transcripts.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><u>Self Service &gt; Student Center.</u></b>
3.	<div data-bbox="396 585 816 735" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  <p>Academic Advisement</p> <p><b>Transcript Ordering</b></p> <p>Advising Report (DegreeAudit)</p> </div> <p>In the <b>Academic Advisement</b> section, click <b>Transcript Ordering</b> link to be redirected to the <b>Credentials, Inc.</b> web page where you may order official transcripts.</p>
<b>End of Procedure.</b>	