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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the Go icon.  
   - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center. |
| 3.   | ![Academic Advisement](image)  
   In the Academic Advisement section, click Transcript Ordering link to be redirected to the Credentials, Inc. web page where you may order official transcripts. |

End of Procedure.