

TRANSCRIPT INSTRUCTIONS

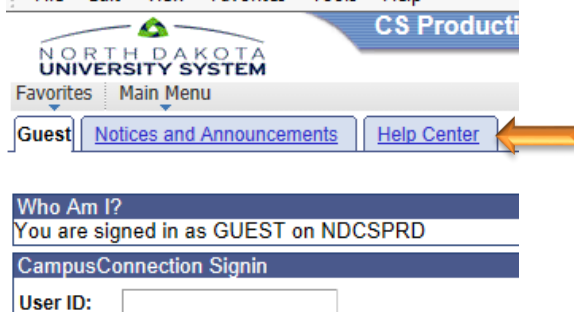
It is very easy to view your unofficial transcript through Campus Connection or to place an order for an official transcript. Please visit www.mayvillestate.edu/transcripts for general information.

Placing an Order for an Official Transcript

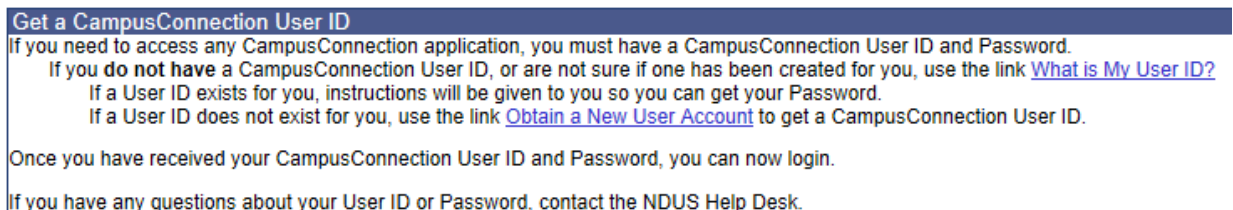
1. Visit www.mayvillestate.edu/transcripts
2. There are two different methods to place an order for an official transcript. The first method is online ordering through the National Student Clearinghouse. There is a blue hyperlink in the 3rd paragraph on the Transcript Requests page. The second method is filing out a Transcript Request Form and sending it to our office with appropriate payment. To access the form, there is a blue hyperlink in the 4th paragraph on the Transcript Requests page.
3. If you wish for us to process your transcript request after grades are posted for the current term, please make sure to choose that option on your order.

Viewing Your Unofficial Transcript

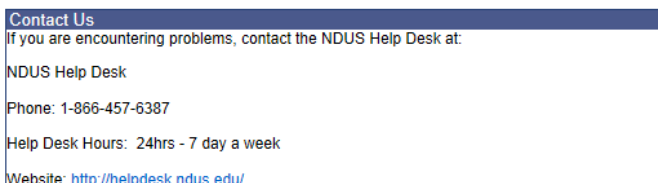
1. Visit www.mayvillestate.edu/transcripts and click the blue Campus Connection hyperlink (this hyperlink is in the 3rd paragraph from the bottom).
2. Log into Campus Connection using your User ID and Password.
 - a. If you have trouble remembering your User ID or Password, click on the Help Center tab.



- b. In the lower right corner you will see an area called “Get a Campus Connection User ID”. This area contains information about retrieving your User ID and password.

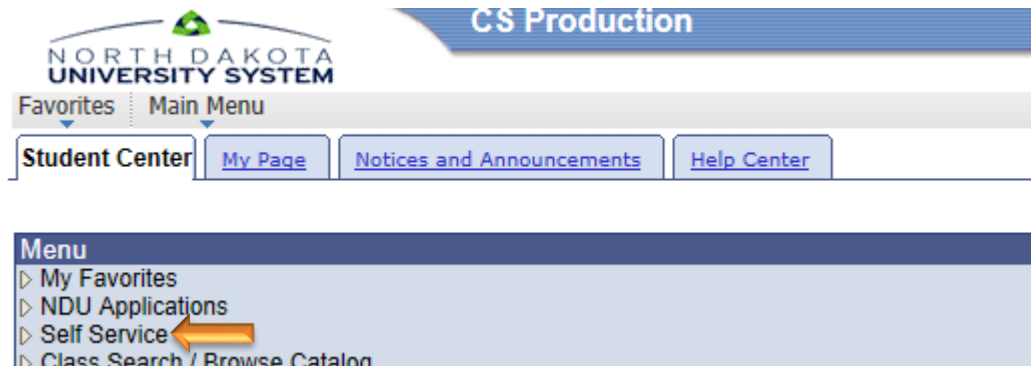


- c. If you have trouble retrieving your User ID and/or password, please contact the NDUS Help Desk. Their contact information appears on the bottom left corner of the screen.

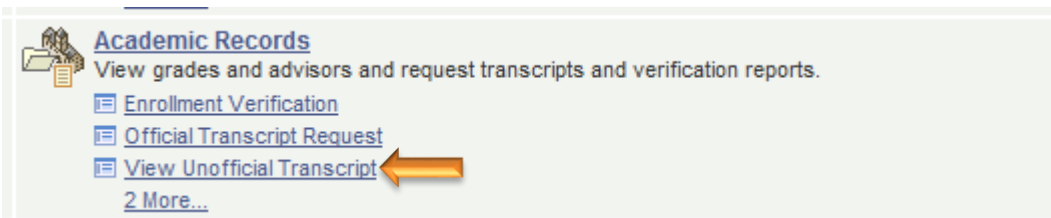


TRANSCRIPT INSTRUCTIONS

3. After logging into Campus Connection, select **Self Service**.



4. Under Academic Records, select **View Unofficial Transcript**. If you wish, you can also place an official transcript request by selecting **Official Transcript Request**.



5. The next screen will provide two drop down boxes. Under Academic Institution select **Mayville State University**, under Report Type there are two options. Option 1 is **Unoff PDF Transfer Details**, which shows each class that was transferred in from another institution. Option 2 is **Unoff PDF Transfer Summary**, which lists the summary of transfer credits. Click the View Report button to download your transcript.



View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

| | | |
|----------------------|----------------------------|--------------------|
| Academic Institution | Mayville State University | |
| Report Type | Unoff PDF Transfer Details | view report |

Information For Students

Unofficial transcript with transfer credit details in PDF format.
If student has no transfer credits, then both report types display the same information.

To view transcripts, a PDF reader is required and pop-ups must be allowed by your browser.

The steps for disabling the pop up blocker in Internet Explorer are as follows:

1. Click Tools.
2. Click Pop Up Blocker.
3. Click Turn off.

VIEW ALL REQUESTED REPORTS