TRANSCRIPTS

Obtaining your Salisbury University transcript is now handled through the Registrar, and is no longer ordered through GullNet. This guide will walk you through the steps to get your transcript.

GETTING ONLINE

Go to www.salisbury.edu/registrar

Click on Transcript Requests under Records/Services
Scroll down to Do you have an active GullNet/SU Network Login? Click YES if you are a current student or recently graduated or NO if you graduated or left the school over 18 months ago.

**Do you have an active GullNet/SU Network Login?**

**YES**

Use this link if you know your GullNet/SU Network Login and Password.

**NOTE:**
- Some grades, degrees or other information may not be on your record.
- Before starting an order, login to GullNet and check your unofficial transcript, making sure that everything has posted.
- Orders cannot be held for grades or degrees.

**NO**

Use this link if you do not know or do not have a GullNet/ SU Network Login and Password.

**NOTE:**
- You will need a valid e-mail account (from any provider) to place an order.
- Knowing and correctly entering your Student ID when setting up an account can expedite your order but is not required.

FOR CURRENT OR RECENTLY GRADUATED STUDENTS

Enter your SU username and password and click **Login**.

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**Registrar Online Forms**

**Login Using Your SU Network Information**

**Username:**

`swhelpdesk9`

**Password:**

For SU password help, please go to [http://mypassword.salisbury.edu/](http://mypassword.salisbury.edu/)

**Login**
Fill out the required fields (First Name, Last Name, Street Address, City, State, Zip Code, Country, Telephone, and Email Address). Only the fields with the red star marked next to them are required. When you are done click Submit.

Select the document you wish to receive.

Order Salisbury University Academic Transcripts

Please select the document type that is appropriate for you and your intended recipient.

- **Transcript to Maryland College/University**
  - Order a SPEED/EDI transcript for delivery to Maryland Public 2 and 4-Year Colleges and Universities. Use this delivery format when the transcript is to be used for academic purposes only. A secure...
  - $4.00

- **e Transcript**
  - Order a secure, certified PDF transcript or eTranscript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with...
  - $4.00

- **Paper Transcript - Pickup**
  - Order a paper copy of your official academic transcript for pickup at the Office of the Registrar, Holloway Hall Room 120. Please allow 5 to 7 business days for processing. Note that official...
  - $6.00

- **Paper Transcript - Mailed**
  - Order a paper copy of your official academic transcript to be mailed via the United States Postal Service. Please allow 5 to 7 business days for processing. Note that official transcripts cannot be...
You will be required to enter mailing information and the quantity for the document you selected. When you have finished click Add to Cart.

On the next page, shown below, confirm your order by clicking Checkout.

Click Next.

Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order
If no changes need to be made to your billing address, click **Next**.

**Payment Method**

After confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your credit card payment.

**Note:** When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

**Billing Address:**

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button.

**Review your order, and click **Confirm** when you are done.**
FOR GRADUATES AND STUDENTS WHO HAVE NOT ATTENDED THE UNIVERSITY IN THE LAST 18 MONTHS

Click **Create Account** under the Sign In button.

Enter the details for First Name, Last Name, Street Address, City, State, Zip Code, Country, Telephone, Date of Birth, Year Graduated or Year Last Attended, Degree Received or Degree Sought, Name While Attending, Dates Attended, Last 4 SSN, Email Address (and confirm), and Password (confirm). Click **Submit**.
Select the document you wish to receive.

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$6.00

You will be required to enter mailing information and the quantity for the document you selected. When you have finished click **Add to Cart**.

On the next page, shown below, confirm your order by clicking **Checkout**.

Your Shopping Cart Contents

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Document Name</th>
<th>Unit Quantity</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
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<td>Paper Transcript - Pickup</td>
<td>$6.00</td>
<td>$6.00</td>
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</table>

**Mailing Method - Pick-up**
**Recipient Name - Jona**
**Document Date - 01-15-2013 12:41:11**

Sub-Total: $6.00

[Update Shopping Cart] [Continue Shopping] [Checkout]
Click **Next**.

**Consent Received**

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order

If no changes need to be made to your billing address, click **Next**.

**Payment Method**

**Authorize.Net**

After confirming your order on the next page, you will be sent to Authorize.Net's Secure Checkout site to process your credit card payment.

*Note:* When payment is made with a credit card, the order will appear as “Avow Systems, Inc.” on the credit card statement.

**Billing Address:**

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button.
Review your order, and click **Confirm** when you are done.

**Confirm Your Billing Info:**

Billing Address: (*Must match the address associated with your credit card*)

**Edit Billing Address**

**Confirm Your Document Request:**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Qty</th>
<th>Unit Price</th>
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</table>

Mailing Method: Pickup

Recipient Name: [Name]

Document Date: 01-12-2013 12:41:11

Sub-Total: $6.00

Total: $6.00

[Back] [Confirm]