



Guide for CITS Students For Requesting a Transcript

Congratulations on earning University of Minnesota academic credits!

See the following options on how to obtain your official transcript to be sent directly to the college or university you are attending.

Option 1: Have you already initiated your University of Minnesota MyU account? If so, follow these steps to obtain your official transcript.

- Visit the UMD One Stop Student Services site for step-by-step information.
<https://onestop.d.umn.edu/academics/transcripts-and-grades/transcripts>
- Click on “Login to Parchment to order an official transcript”.
- Log in with your University of Minnesota Internet ID and password to log in to Parchment.

Option 2: Don't remember your student ID number or your University of Minnesota MyU account is inactive? No worries, follow these steps to order your transcript as a guest.

- Visit the UMD One Stop Student Services site for step-by-step information.
<https://onestop.d.umn.edu/academics/transcripts-and-grades/transcripts>
- Click on “Order official transcript”.
- Click on Create Account, or for returning users, sign in to your account.

Important Things to Remember:

1. Helpful hint: When applying to college(s) and your coursework and grades are not yet “final,” you may ask the college admissions counselor if an unofficial transcript is acceptable until all CITS coursework and grades are completed. This will save you money. You may view your unofficial transcript in your MyU account.
2. Attending UMD or another University of MN campus? No further action is needed, we already have your official University of Minnesota records.
3. CITS students are assessed a \$15 fee for every official transcript that is ordered.
4. If you need help accessing your MyU account, contact the UMD Information Technology Systems and Services department (ITSS) right away: itsshelp@d.umn.edu.
5. If you have general questions about your CITS course(s), please email your question to umdcits@d.umn.edu.