

TRANSCRIPT REQUEST INFORMATION

FIRST THING YOU NEED TO KNOW IS YOUR STUDENT ID NUMBER!!

I DON'T KNOW MY STUDENT ID NUMBER- FOLLOW THESE STEPS:

1. Go to www.drakestate.edu
2. Click on "Online Services" (bottom right hand corner page)
3. Select "Banner User ID (D_Number) Lookup"
4. Enter the Last 4 digits of your SSN
5. Enter your Date of Birth
6. Enter your Last Name
7. Click on "Get my ID"
8. Once you have your "D" number follow the instructions listed BELOW.

I KNOW MY STUDENT ID NUMBER- FOLLOW THESE STEPS:

1. Go to www.drakestate.edu
2. Click on "Online Services" (bottom right hand corner page)
3. Select "Banner Self-Service Login"
4. Select "Login to My Drake State"
5. Sign in with your "D" number and PIN
IF THIS IS YOUR FIRST TIME LOGGING IN, YOUR PIN IS YOUR DATE OF BIRTH IN MMDDYY FORMAT
6. Click on the "Student" tab
7. Click on "Student Records"
8. Click on "Request Printed Transcript"

WHERE DO YOU WANT YOUR TRANSCRIPT TO GO? LOOK AT YOUR OPTIONS BELOW

I WANT MY TRANSCRIPT TO GO TO ANOTHER COLLEGE (NOT TO JF DRAKE)

1. Click on "**Look Up College Code**"
2. Choose a state and click on "**List Cities in Selected State, Province or Country**"
3. Choose a city and click on "**List Colleges in Selected City**"
4. Choose the College (**DO NOT CHOOSE JF DRAKE**) and click on "**Copy Selected College information to Data Entry form**"
5. Transcript Type- choose "**Official Transcript**"
6. Click on "**Continue**"
7. Select "**Official Transcript YES**"

8. Print Transcript- choose ***“As Soon as Possible”*** or ***“Hold for Grades”*** or ***“Hold for Degree”***
9. Delivery Method- choose ***“USPS Standard Mail-No Charge”*** or ***“Hold for Pickup”***
10. Click on ***“Continue”***
11. Click on ***“Submit Request”***

I WANT MY TRANSCRIPT TO GO TO MY ADDRESS

1. Enter (YOUR NAME ONLY) in the ***“Issue To”*** line (***YOU CAN UPDATE THE ADDRESS IN THE NEXT STEP!!***)
2. Click on ***“Continue”***
3. Transcript Type- choose ***“Official Transcript”***
4. Enter your address that this transcript will be sent to.
5. Click on ***“Continue”***
6. Select ***“Official Transcript YES”***
7. Print Transcript- choose ***“As Soon as Possible”*** or ***“Hold for Grades”*** or ***“Hold for Degree”***
8. Delivery Method- choose ***“USPS Standard Mail-No Charge”*** or ***“Hold for Pickup”***
9. Click on ***“Continue”***
10. Click on ***“Submit Request”***

I WANT MY TRANSCRIPT TO GO ANY PLACE OTHER THAN MY ADDRESS OR A COLLEGE

1. Enter the name (***ONLY THE NAME***) in the ***“Issue To”*** Line. (***YOU CAN UPDATE THE ADDRESS IN THE NEXT STEP!!***)
2. Click on ***“Continue”***
3. Transcript Type- choose ***“Official Transcript”***
4. Enter the address to where the transcript is being sent to.
5. Click on ***“Continue”***
6. Select ***“Official Transcript YES”***
7. Print Transcript- choose ***“As Soon as Possible”*** or ***“Hold for Grades”*** or ***“Hold for Degree”***
8. Delivery Method- choose ***“USPS Standard Mail-No Charge”*** or ***“Hold for Pickup”***
9. Click on ***“Continue”***
10. Click on ***“Submit Request”***

HOW TO CHECK THE STATUS OF YOUR TRANSCRIPT REQUEST

1. Select ***“Banner Self-Service Login”***
2. Select ***“Login to My Drake State”***
3. Sign in with your ***“D”*** number and PIN (IF THIS IS YOUR FIRST TIME LOGGING IN, YOUR PIN IS YOUR DATE OF BIRTH IN MMDDYY FORMAT)
4. Click on the ***“Student”*** tab
5. Click on ***“Student Records”***
6. Click on ***“View Status of Transcript Requests”***
7. Date Ordered- choose the date and click on ***“Submit”***
8. Date Sent- this gives a status