

6 Easy Steps ~ Transcript Request

TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL <u>SIX WEEKS AFTER</u> THE CONCLUSION OF THE CLASS TAKEN*

~To obtain your official transcript follow these 6 EASY STEPS~

Note: You will need your TCNJ account information (username and password) to request a transcript. If you do not know your account information please visit the **TCNJ ID and Account Information** section on our website, www.tcnj.edu/~graduate/regional.html.

1. Go to the TCNJ webpage - www.tcnj.edu.

2. Choose myTCNJ at the top of the page and login using your username and password. Once in myTCNJ, click on the page. icon near the bottom of the page.

- 3. Enter your username and password again and click the *Sign In* button.
- 4. Select *Student Center*.
- 5. Under *Academics* click on the dropdown menu, select "Transcript: Request Official", and click the double arrow **2**.
- 6. Enter in the recipient information and select the *Submit* button.

Your transcript will be sent to the address indicated. If you would like a copy of an unofficial transcript for your personal records, you can print out a copy by choosing the "Transcript: View Unofficial" option in the dropdown menu.