EARLY COLLEGE DUAL ENROLLMENT PROGRAM
STUDENT ID AND USERNAME

Hello Early College Students,

You are receiving this message because you are enrolled in an FDU Early College course. Keep this message. You may need it to order transcripts.

Important items included in this message:

- Your student **Account Username**
- How to locate your student **ID number**
- **Transcript ordering instructions**
- **Important links**

YOUR STUDENT ACCOUNT USERNAME IS: «Username»

The Early College Dual Enrollment Program is excited to announce that you now have access to FDU's Student Self-Service portal. Once logged into Self-Service, students will be able to view their final grades, locate their FDU ID number, download an unofficial FDU transcript (for personal use only), and more!

Instructions to access your FDU Student Account:

1. Visit **https://selfservice.fdu.edu/student** and enter «Username» in the Username field.
2. Click Continue.
3. When prompted to enter your password, click "Forgot your password"
4. Fill in the Username field with «Username» and the Email Address field with «Email_Address».
5. Click Submit.
6. You will receive an email to reset your password. Follow the instructions to create a new password and login to Self-Service.
7. Once logged in to Self-service, you can navigate to your user profile and find your student ID number. See the screenshots below.
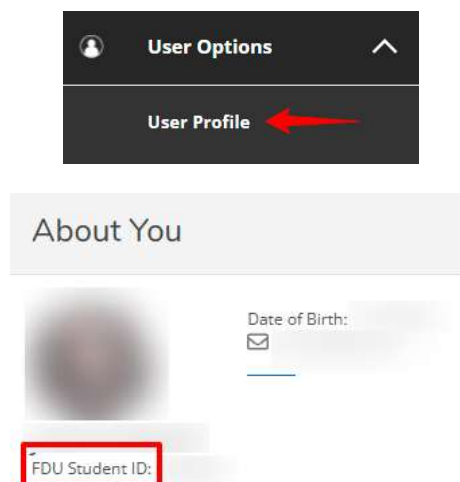
If you have any trouble logging in:
Please email **selfserviceadmin@fdu.edu** and include your full name and date of birth.

IMPORTANT: Early College course grades must be entered into your FDU student account *before* a transcript order is placed. Please check all your course grades are posted and visible in your account before ordering a Transcript. If the transcript is ordered before grades are visible in your FDU student account, the transcript sent will be blank and you will have to place a second order.

Students are advised to:

- Log into your FDU student account as noted above.
- **Verify all course grades are visible in your student account.**
- **Place the transcript order after checking your account grades are all in.**

When to Place Your Transcript Order:

All high school grades are expected to the Early College office by **Friday, June 27, 2025.** Once grades are received, it will take approximately **14-21 days to enter grades into student accounts.**

Once you have confirmed all your course grades are listed in your student account, you can then proceed to place an order for your transcript.

Students can also print a copy of their unofficial transcript for their *personal use only.*

All colleges and universities require an official Fairleigh Dickinson University transcript when reviewing transfer credits.

Again, please check that your grades have been posted before placing a transcript order.

Instructions to place your FDU Transcript Order:

To order an official transcript visit **https://tsorder.studentclearinghouse.org/school/select**

1. Once you have entered and selected "Fairleigh Dickinson University" from the drop-down menu, complete the transcript order form by entering your personal information including name, date of birth, and address. **DO NOT ENTER** your Social Security Number.

2. Fill in all the fields on the Personal Information page (any fields that are not listed as "Optional".)

3. The transcript type is **Undergraduate.**

4. The transcript should be sent directly from **the transcript ordering center (getmytranscript.org) to the university/college of your choice to be considered official.**

    a. If your school allows requesters to enter their student ID— for identification purposes — you MUST enter it. If you do not enter either, your student ID number, the "Continue" button will not be green.

    b. If a question appears on the Personal Information page like" Did you attend Hometown University in the year 2000 or earlier?" it means that your school is trying to determine if your transcript data is available electronically.

    c. Depending on the options your institution uses, additional messages regarding your school record may be displayed on the ordering screens.

    d. If your personal information cannot be found by your school, you can select "Yes" to edit your personal information. If the information is correct, you can select "No" to continue or "Cancel Order" to terminate the ordering process.

    e. If your personal information was found but you have a transcript hold on your record, it will be displayed on the screen with information on how to clear it. If you can proceed with holds, select "Yes" in response to the verification statement, then select "Continue" to move forward with the order.

f.   If you cannot proceed with your order because of holds, select "Cancel Order." You will be taken to an additional page(s) with required fields that you will need to enter information.

Follow steps 5 through 8 below to add the recipient's college or university information.

5.   Select **"Continue"** to proceed to the recipient pages.

6.   Select the appropriate type of recipient and enter or select the recipient information. Select **"Continue"** to enter the delivery and process information.

7.   Fill in **all the required delivery and processing fields** (any fields that do not say **"Optional"**).

   a.   Delivery methods vary by school. Once you select the delivery method, your school's specific terms and conditions for the delivery option will be displayed.

   b.   Some schools may also allow you to upload up to three documents to be included with your transcript order. If you do not see an option to upload attachment, then this option is not available for your school.

   c.   For some schools, specific processing times such as "After Degree is Awarded" and "After Grades Are Posted" may be available.

8.   Select **"Add Recipient"** to enter multiple recipients or **"Checkout"** to continue.

   a.   Some recipient addresses for mail orders within the United States are validated against the US Postal Services Change of Address database. If the recipient address is validated and is incorrect, the system may provide a suggested address, formatted to the US Postal Service standards, or display a message that the entered address is invalid.

   b.   If the address is returned as not found in the US Postal Service database, the system will display a possible reason. You can edit the address, or in some cases, move forward with the invalid address.

   c.   If you opt to move forward with an invalid address, please confirm it is accurate with the recipient before continuing. You will be required to read and answer 'Yes' to the acknowledgement statement that states your order may not be deliverable. You can then move forward with the order or correct the address.

9.   When you select the **"Continue,"** the order details will be displayed on the Checkout screen in the **Pending Order Details** section.

   When you are done reviewing your order, select **"Checkout"** to complete your request. **You will not be able to return to the form to add, edit, or delete recipient(s) information after this point.**

National Student Clearinghouse'

We are always available if you have any questions, please contact us at **earlycollege@fdu.edu**

Wishing you continued academic success!

The Early College Team

Visit The Early College Dual Enrollment Website Here

FDU Early College Dual Enrollment Program

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