



EARLY COLLEGE DUAL ENROLLMENT PROGRAM

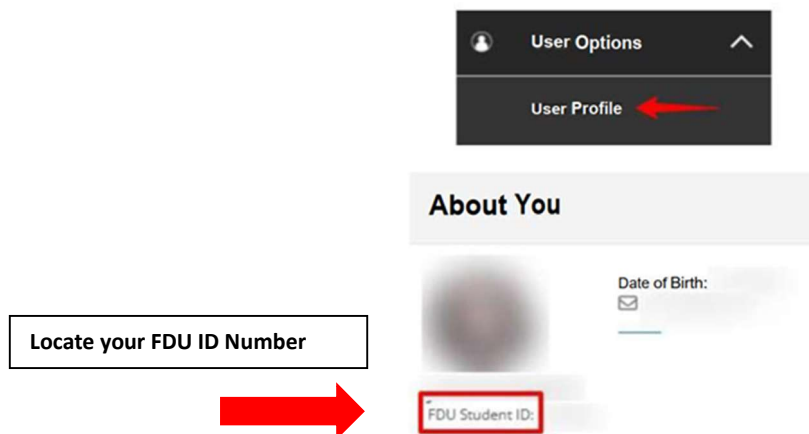
Instructions for Ordering Transcripts

Immediately after registering students receive a system generated confirmation email with the subject **“Class/Payment Acknowledgement”** which lists the classes they have enrolled in and their personal FDU student account credentials.

Instructions to access your FDU Student Account:

1. Visit <https://selfservice.fdu.edu/student> and enter the **“Username”** received in the Username field.
2. Click Continue.
3. When prompted to enter your password do so, or click “Forgot your password”
4. Fill in the Username field with your **Username** and the Email Address field with your **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.

Students are instructed to look for this message right after enrolling and create their FDU student account. In their FDU student account under the **“User Profile”** and **“About You”** sections the student ID number will be listed. Copy this number down and keep it somewhere safe it will be required to place a transcript order.



Once final grades are completely recorded in the university database, we advise students to verify all their grades are visible in their FDU accounts before requesting a transcript, or the transcript sent may be blank.

For best results we urge students to review the transcript order instructions below before submitting their request. It is very important to use the student type **“undergraduate”** which will bring up the correct menus on the electronic order form.

Please review and follow the detailed instructions below before placing your order.

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. Add your **FDU ID number only**. **DO NOT ENTER** your Social Security number, it may delay or cancel the order.

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

- The transcript type is **Undergraduate**.
- Select **"Sent Directly"** from the transcript ordering center (getmytranscript.org) to the university, or college of your choice for the transcript to be considered official and accepted.
- If your school allows requestors 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.
- Your **FDU student ID number** is listed in your student account under the "User Profile "About You" copy this number down it will be needed on the transcript request form.
- 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. If you attended school during or before the year specified, then your transcript request can only be fulfilled using a paper delivery method.

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

- **If your personal information was unable to 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.
- **If your personal information was able to be 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.
- **If you cannot proceed with your order because of holds**, select "Cancel Order."

4. You will be taken to an additional page(s) with required fields that you will need to enter.

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 order processing information.

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

- 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.
- 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.
- Select **"Send Immediately"** to send your transcript.
- For some schools, specific processing times such as "After Degree is Awarded" and "After Grades Are Posted" may be available **do not select** these options as it will delay or cancel the order.

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

9. Some recipient addresses for mail orders within the United States are validated against the United States 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 United States Postal Service standards, or display a message that the entered address is invalid.

- If the address is returned as not found in the United States 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.
- 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.
- When you select the "**Continue**" the order details will be displayed on the Checkout screen in the **Pending Order Details** section.

10. Take time to review your order. 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. Record your order number to track your transcript delivery.**

To order an official transcript visit www.getmytranscript.org

Tracking Transcript Orders: [National Student Clearinghouse Track Your Order.](#)

- **To track the progress** of a transcript order at any time use the link below and include your order number to locate delivery status information.
- **Contact the recipient** to be sure they have downloaded the transcript once it has been electronically delivered.

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

Wishing you continued academic achievement!

The Early College Team

[Visit The Early College Dual Enrollment Website](#)

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