How to Order UW Oshkosh Official Transcript Online

Prior to placing your order, we encourage you to read Credentials Solutions Transcript Ordering FAQs

1. Go to http://www.uwosh.edu/registrar/alumni/transcripts

2. Under **Ordering Information**, go to 'ONLINE' section, and click TranscriptPlus

Ordering Information

ONLINE: The University of Wisconsin Oshkosh has retained Credentials Inc. to process online transcript orders. You may order as many paper or electronic transcripts as you like using any major credit card. Your card will be charged only after your order is complete. You will receive status updates through email and text message (optional). Orders placed outside our business hours will be processed the following business day. Outstanding financial obligations to the University will prevent completion of transcript orders.

Current and former students with a Titan Web account, may access Credentials Inc. TranscriptPlus ordering system through their Titan Web account. Use the drop-down menu in the Academics section of the Student Center (click drop down arrow next to *Grades*). Please check the Titan Web Homepage for exact hours of availability.
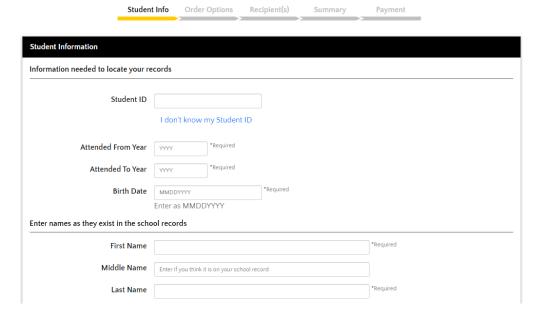
Click Here

Alumni and former students who do not have a Titan Web account may request a transcript through Credentials Inc. Click TranscriptPlus to begin your order. If you want assistance placing the order or would like a Credentials Inc. staff member to place the order for you, call (847) 716-3005. There is an operator surcharge for placing orders by telephone.

3. Click the option that applies to you. Most people order PDF transcripts.

Please choose one of the following options:

Order PDF Transcript(s)	Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons
Your session will time out after **60 minutes** of no activity

4. Enter your information (name, birthdate, address, etc.). **If you do not know your UW Oshkosh Student ID number, click "I don't know my Student ID" and enter your Social Security Number (SSN)**.

Student Info   Order Options   Recipient(s)   Summary   Payment

Student Information

Information needed to locate your records

Student ID [   ]

I don't know my Student ID

Attended From Year [YYYY] *Required

Attended To Year [YYYY] *Required

Birth Date [MMDDYYYY] *Required
Enter as MMDDYYYY

Enter names as they exist in the school records

First Name [   ] *Required

Middle Name [Enter if you think it is on your school record]

Last Name [   ] *Required

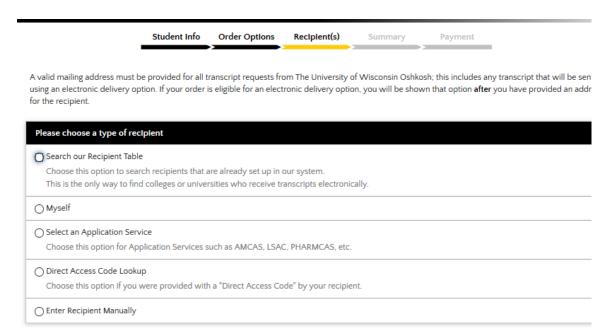5. Choose if you want your transcript delivered or you want to pick it up from UW Oshkosh Registrar's Office.

Then, choose if you want your transcript produced now or want it held for grades and/or foreign language retroactive credits. You will know if grades/retroactive credits are on your transcript by checking your unofficial transcript on TitanWeb. If you do not know your TitanWeb login information, contact the Help Desk at (920) 424-3020.

Finally, choose your reason for ordering your transcript. Choose either Undergraduate Admission or Transfer Admission.

6. Choose type of recipient. When you click the option you want, additional options will appear/become available.

If you click Myself or Enter Recipient Manually, you will have the option of a paper transcript or PDF (electronic transcript).

If you find your recipient by searching the Recipient Table, you will see the type of transcript (paper or PDF) your recipient accepts.

7. On the next page, if your recipient accepts paper or PDF transcripts, you can choose either option. If your recipient accepts **only** paper or **only** PDF, you will have only one option.

8. Choose either Add Recipient or Continue to Order Summary.

Student Info → **Order Options** → **Recipient(s)** → Summary → Payment

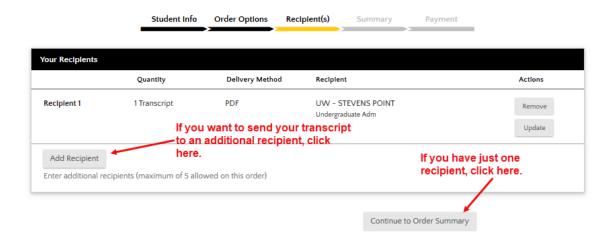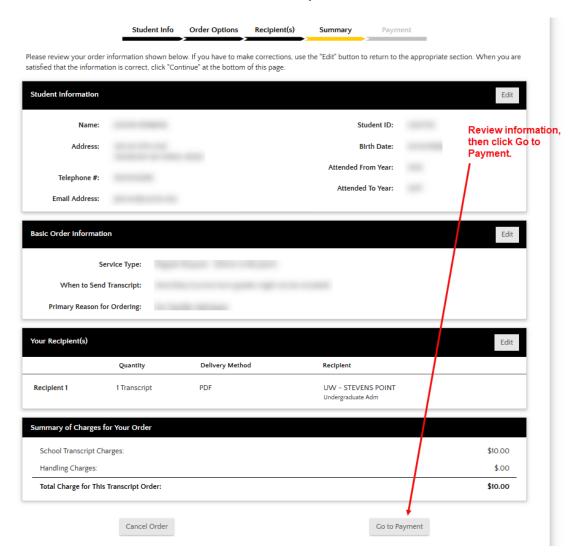| Your Recipients				
	Quantity	**Delivery Method**	**Recipient**	**Actions**
Recipient 1	1 Transcript	PDF	UW – STEVENS POINT Undergraduate Adm	Remove
				Update

If you want to send your transcript to an additional recipient, click here.

Add Recipient

Enter additional recipients (maximum of 5 allowed on this order)

If you have just one recipient, click here.

Continue to Order Summary

9. Review order information, then click Go to Payment.

Student Info → **Order Options** → **Recipient(s)** → **Summary** → Payment

Please review your order information shown below. If you have to make corrections, use the "Edit" button to return to the appropriate section. When you are satisfied that the information is correct, click "Continue" at the bottom of this page.

Student Information	Edit

Name:		Student ID:	
Address:		Birth Date:	
		Attended From Year:	
Telephone #:		Attended To Year:	
Email Address:			

Review information, then click Go to Payment.

Basic Order Information	Edit

Service Type:	
When to Send Transcript:	
Primary Reason for Ordering:	

Your Recipient(s)	Edit

	Quantity	**Delivery Method**	**Recipient**
Recipient 1	1 Transcript	PDF	UW – STEVENS POINT Undergraduate Adm

Summary of Charges for Your Order	
School Transcript Charges:	$10.00
Handling Charges:	$.00
Total Charge for This Transcript Order:	$10.00

Cancel Order   Go to Payment

10. Enter payment information, read Credentials Solutions transaction agreement then click the box, and, finally, click Submit My Order.

Check your email for order updates.

If you have questions about your order or need assistance placing an order, call Credentials Solutions at (847) 716-3005.