

### **Creating a UT Dallas Transcript Account for Current Students**

1. Sign in to Orion via the Galaxy webpage.
2. Click on the My Academics tile, click the “Order Official Transcript” link.
3. Follow steps 7 through 14 below.

## Creating a UT Dallas Transcript Account for Alumni and Former Students

Alumni and former student access is only available for 90 days. After 90 days, you will need to complete this process again.

1. Go to <https://registrar.utdallas.edu/transcripts/official/> and click on the **Former Student Reactivation form** link. The email address you provide on the reactivation form will be added to your UTD account as the preferred email unless you have an active UTD email address. The preferred email address will be used to create your Parchment account.

### Former Students, Alumni and Former Employees

- To order an official transcript, an active NetID/Orion is necessary.
- If you do not have an active NetID, please complete the [Former Student Reactivation form](#).
- In two business days, an email verifying the active NetID will arrive.
- Once NetID is active, click Orion via the [Galaxy webpage](#).
- Before you request to reactivate your NetID/Orion account (through the form), please confirm that you no longer have access to the UTD Student Center in Orion. If you have an active NetID, you do not need to fill out this form. A simple check to see if your NetID account is active – were you enrolled in the past 2 terms, OR are you enrolled in a future term. If the answer is yes to either question, then you will not need to fill out the Former Student Reactivation form. Please note, that the form is not for resetting password.
- Former employees or current employees that no longer have the UTD Student Center in Orion may reactivate their student role by filling out the Former Student Reactivation form.

2. Enter your information in the Validation Questions and Required Information for Reactivation sections, then click submit.

**Validation Questions - Enter information used during attendance at UT Dallas**

First Name:

Last Name:

Date of Birth:

City of Last Residence:

First Year Attended:

Last Year Attended:

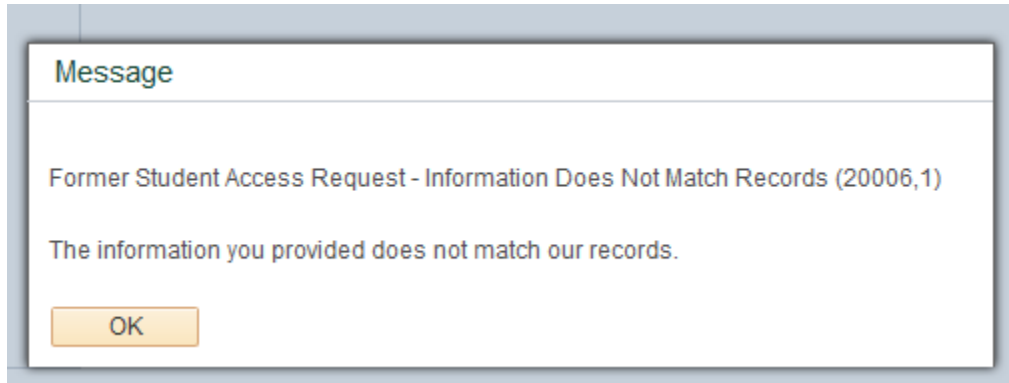
**Required Information for Reactivation**

Current Phone Number:

Current Email Address:

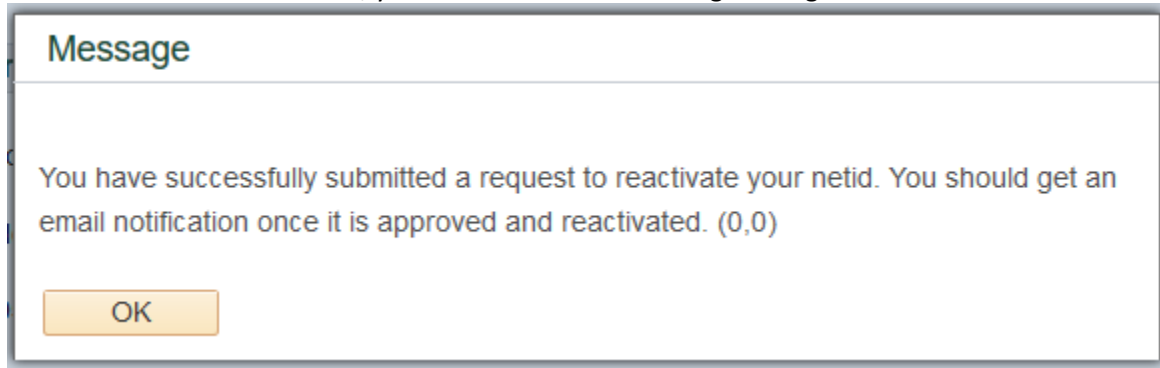
For questions, please contact [transcripts@utdallas.edu](mailto:transcripts@utdallas.edu)

If the information does not match records in Orion, the system will return the following message:



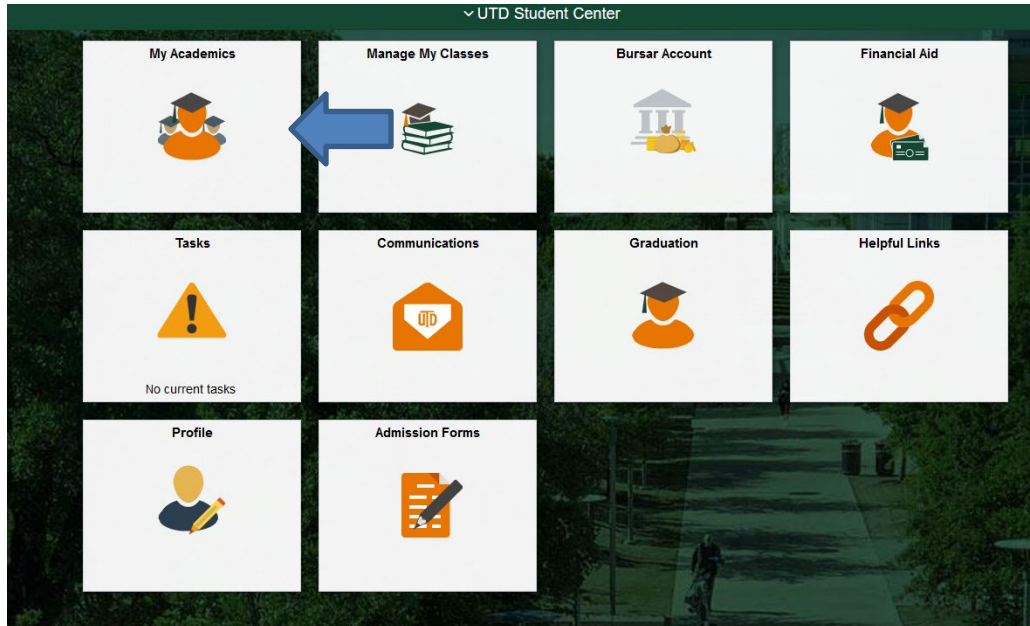
If you require assistance please email [transcripts@utdallas.edu](mailto:transcripts@utdallas.edu).

If the submission is successful, you will receive the following message:

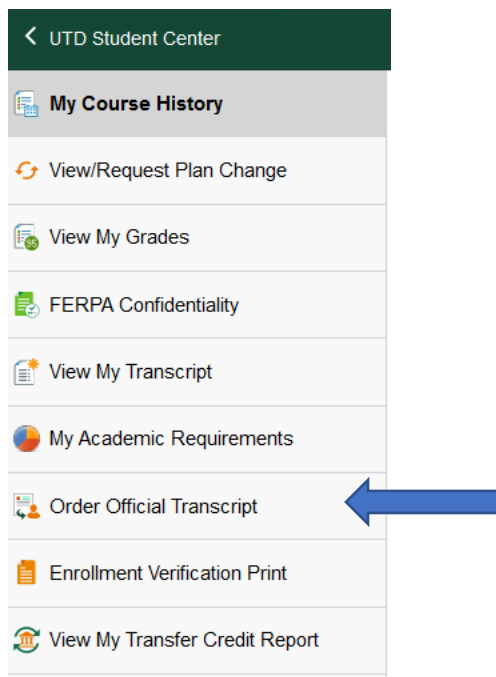


3. In 1-2 business days you will receive a NetID activation email. Please follow the instructions in the email to reactivate your NetID.
4. Once your NetID is active click the [Galaxy](#) link, click on Orion, and login using your NetID and password.

5. Click on the My Academics Tile.




6. Click Order Official Transcript.



7. Please **DO NOT** edit the pre-entered email address.

Learner Account



University Of Texas - Dallas

800 West Campbell Road, Office of Enrollment Services, HH10, Richardson, TX, 75080, US

A MESSAGE FROM UNIVERSITY OF TEXAS - DALLAS

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

✓ test@utdallas.edu

Continue



✱

All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

8. Confirm/enter your personal information. Choose a password and select continue. The password is a required field however you will not use this password in the future.

#### ENTER YOUR PERSONAL INFORMATION

✓ Test	✓ Middle Name	✓ Student
✓ January ▼	✓ 1 ▼	✓ 1966 ▼
✓ Currently Enrolled in College ▼		

#### ENTER YOUR CONTACT INFORMATION


✓ 555-555-5555		
✓ US		
✓ 800 West Campbell Rd		
✓ Address 2		
✓ Richardson	✓ TX	✓ 75080



#### CHOOSE A PASSWORD

✓ .....	✓ .....
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CREATE ACCOUNT & CONTINUE

 All items marked with a red asterisk are required.

9. Enter your enrollment information and select continue. The information will not validate your account however the fields with the asterisks are required to create the account.

NAME  
DOB



Some additional information related to your enrollment is required below.



## The University of Texas at Dallas

would like you to provide the following information:

\* Are you currently enrolled?

☒ Yes, currently attending

\* What was your first year of attendance?

☒ 2015

\* Expected Graduation/Leave Year

☒ 2023

Your Student ID Number

Your last 4 SSN

\* Please verify your name while attending




☒

☐ Other name variation or maiden name

☐ Finish creating my Parchment account *without* placing an order right now.

CONTINUE

10. Select Paper or Electronic Transcript.

Available Credentials		<a href="#">CANCEL</a> ✕
	The following credentials are available from <b>University of Texas - DALLAS</b> . Start your order by selecting a credential listed below (you can add more later)	
	<p><b>Paper Transcript</b></p> <p>An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.</p>	<a href="#">Order</a>
	<p><b>eTranscript</b></p> <p>An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.</p>	<a href="#">Order</a>




11. **Electronic Transcript:** Search for the school/organization where you would like your transcript sent in the search box or select I'm sending to myself or another individual. Confirm the recipient information and select continue.



[<BACK](#)Set Delivery Destination[CANCEL X](#)

Your order will be sent from **University of Texas - Dallas** to the individual and/or organization at the destination below.

For customer service regarding transcripts, please email [transcripts@utdallas.edu](mailto:transcripts@utdallas.edu). OFFICIAL PAPER TRANSCRIPTS WILL BE PRINTED AND MAILED AT LEAST ONCE PER WEEK EITHER ON MONDAY OR THURSDAY. All orders for electronic transcripts continue to be fulfilled normally.



OR

 I'm sending to myself or another individual 

I am sending this order to myself

I am sending this order to another individual

I am sending this order to myself:

### Set Delivery Destination

[CANCEL](#) 


Your order will be sent from **University of Texas - Dallas** to the individual and/or organization at the destination below. Select a delivery method for your order




**Electronic**

Delivered By Email

#### RECIPIENT INFORMATION

 Your Name

 youremailaddress@utdallas.edu

 youremailaddress@utdallas.edu

Continue

I am sending this order to another individual:

### Set Delivery Destination

[CANCEL](#) ✕

Your order will be sent from **University of Texas - Dallas** to the individual and/or organization at the destination below. Select a delivery method for your order



**Electronic**  
Delivered By Email

#### RECIPIENT INFORMATION

\* School Name, Business, Person, or Your Name

\* Recipient's Email

\* Retype Email


Continue


**Paper Transcript:** Search for the school/organization where you would like your transcript sent in the search box or select I'm sending to myself or another individual. Confirm the recipient information and select continue.

[<BACK](#)Set Delivery Destination[CANCEL X](#)

Your order will be sent from **University of Texas - Dallas** to the individual and/or organization at the destination below.



For customer service regarding transcripts, please email [transcripts@utdallas.edu](mailto:transcripts@utdallas.edu). OFFICIAL PAPER TRANSCRIPTS WILL BE PRINTED AND MAILED AT LEAST ONCE PER WEEK EITHER ON MONDAY OR THURSDAY. All orders for electronic transcripts continue to be fulfilled normally.



 Where would you like to send the credential?

Search

OR

 I'm sending to myself or another individual 

I am sending this order to myself

I am sending this order to another individual

Enter the recipient mailing address and select continue.

### Set Delivery Destination

[CANCEL](#) ✕

Your order will be sent from **University of Texas - Dallas** to the individual and/or organization at the destination below. Select a delivery method for your order



**Print & Mailed**  
Printed On Paper & Mailed

#### RECIPIENT INFORMATION

✓ Test Student

✓ Attention

✓ Phone

✓ United States of America ▼

✓ 800 W Campbell Rd

✓ Address 2

✓ Richardson

✓ Texas ▼

✓ 75080-3021




VALID ADDRESS: This address has been validated. Please continue.

Continue


12. Confirm the order detail and provide consent and select continue.

[<BACK](#)Item Details[CANCEL X](#)



eTranscript (Mail)

For: [REDACTED]



FROM  
University of Texas - Dallas  
Richardson, TX

TO

Test Order  
800 W Campbell Rd  
Richardson TX, US

Delivery Method: **Paper**

Credential Fee: \$0.00

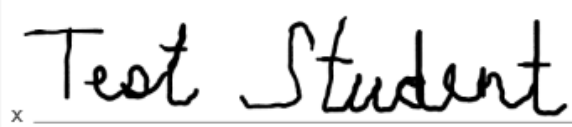
Item Total: \$0.00

Purpose

Admission

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger [Clear Signature](#)

x 

Type full name as signed above

✓ Test	Middle Name	✓ Student
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\* ☒ I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

13. Review the order summary and select complete order.

< BACK

Order Summary

CANCEL X

Your order has not been placed yet. Please review and complete the order below  
Here's your order summary [REDACTED]

Collapse All

FOR [REDACTED] 1 \$0.00 ^

ITEM eTranscript (Mail) \$0.00 🗑️

FROM University of Texas - Dallas ⓘ ✎

TO Test Order, Richardson, TX

+ Add another item for [REDACTED]

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER