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.

2. Enter your information in the Validation Questions and Required Information for Reactivation sections, then click submit.
If the information does not match records in Orion, the system will return the following message:

![Message](image)

If you require assistance please email transcripts@utdallas.edu.

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

![Message](image)

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.
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**
- **Richardson**
- **TX**
- **75080**

**Unable to validate address**

**CHOOSE A PASSWORD**

- Password

**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.

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
- [ ] [Obscured]
- [ ] Other name variation or maiden name

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

CONTINUE
10. Select Paper or Electronic Transcript.

<table>
<thead>
<tr>
<th>Available Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper Transcript</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>e Transcript</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.
I am sending this order to myself:

Set Delivery Destination

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

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.
Enter the recipient mailing address and select continue.

Set Delivery Destination

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

<table>
<thead>
<tr>
<th>Recipient Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Student</strong></td>
</tr>
<tr>
<td><strong>Attention</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>United States of America</strong></td>
</tr>
<tr>
<td><strong>800 W Campbell Rd</strong></td>
</tr>
<tr>
<td><strong>Address 2</strong></td>
</tr>
<tr>
<td><strong>Richardson</strong></td>
</tr>
<tr>
<td><strong>Texas</strong></td>
</tr>
<tr>
<td><strong>75080-3021</strong></td>
</tr>
</tbody>
</table>

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

Continue
12. Confirm the order detail and provide consent and select continue.
13. Review the order summary and select complete order.