SKIDMORE COLLEGE

Current Students Ordering an Official Transcript (How-to)

1. Log In

Go to Student System Login using your favorite browser and login using your Skidmore username and password.

2. Official Transcript Request

Click Student Records, from Student Profile section list click the Official Transcript Request link.

3. Initiate Official Transcript Order

You will be forwarded to a secure website called Student Self-Service Ste. Click on Order a Transcript link at the bottom of the page. Also notice the link, View the status of your transcript order to track your transcript request.

4. Read Instructions

Please read all instructions before beginning your transcript request. Once you have read the instructions, dick the green ORDER TRANSCRIPT(S) button. Also at the bottom is a View Transcript Order Status link, to track the order.

5. Enter Personal Information

A. Enter your personal information. For the name fields it MUST BE your LEGAL FIRST and LAST NAME