MyRED – Official Transcript Request

Official Transcript Request

Naviga**on**: MyRED > Records Tab > Order Official Transcript

The **Official Transcript Request** allows you to order ofﬁcial transcripts directly from MyRED. To get to the Ofﬁcial Transcript Request page, simply log in to MyRED and select “Order Ofﬁcial Transcript” from the Records tab.

There are three options for sending transcripts:

1. Select Send To My Address and then select the Address Type from the drop-down box.

2. If you would like to pick up the transcript in Canfield Administration, Room 107, check Pickup in Office.
3. If you need to send it to a third party, (a) type the Recipient’s Name in the Send To box, (b) click on the Edit Address link, (c) enter the full address in the Address fields, (d) double-check the information and click “Submit”.

**Incomplete address information will delay your request.**